Payroll Updates

CBA – 03/09/23

➢ Open Positions

Payroll Coordinator - Interviewing
Payroll Administrator – Offer Pending
Accountant II – Posting

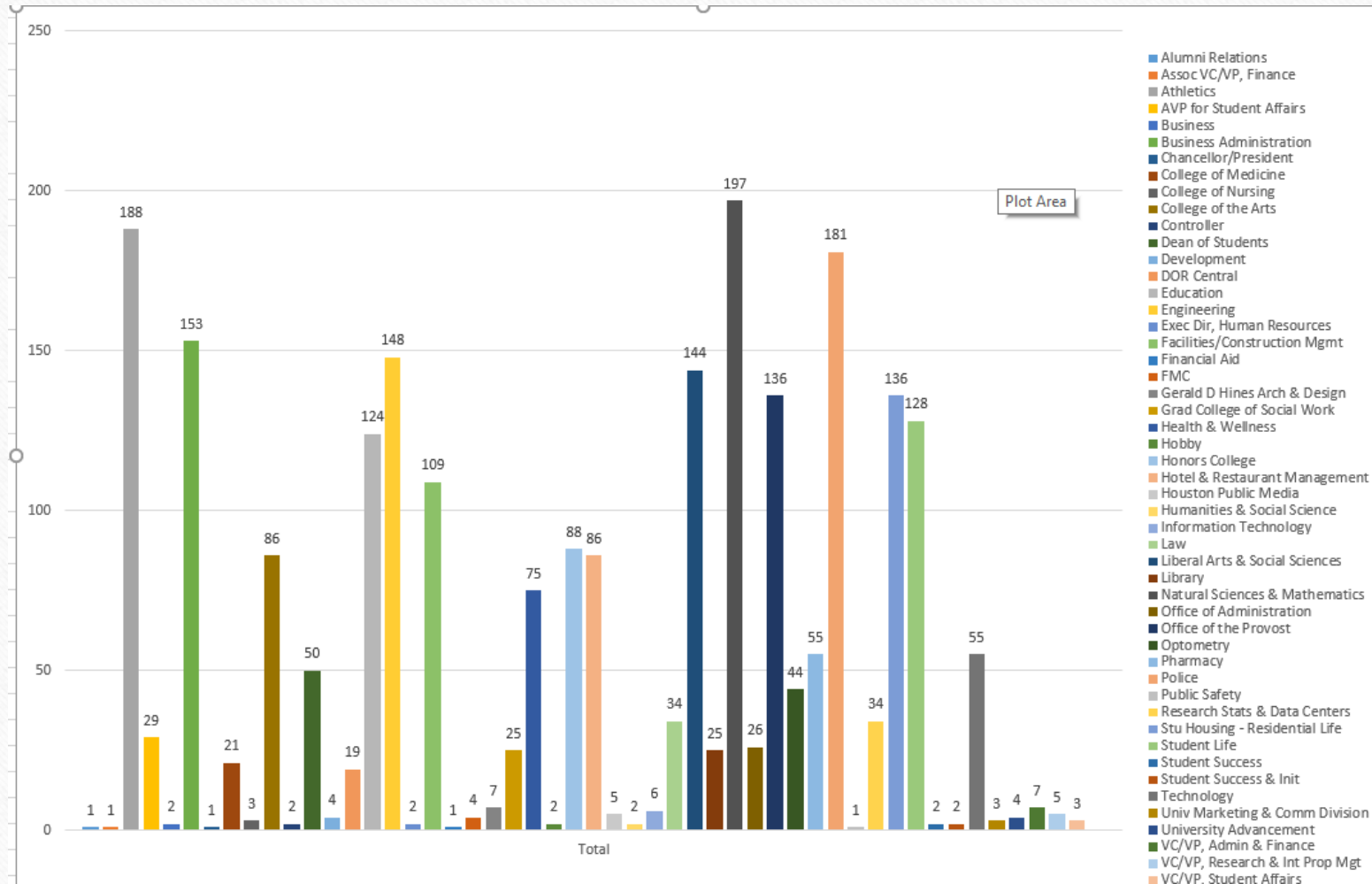➢ Updating Off-cycle Procedures – in Draft
➢ TRS – benchmarking
➢ Review High Exceptions
➢ Discuss EPARS

High Exceptions 9/22 to current

High Exceptions>50	Total
Pharmacy	55
Technology	55
Health & Wellness	75
College of Arts	86
Hotel & Restaurant	86
Honors College	88
Facilities/Construction	109
Education	124
Student Life	128
Office of the Provost	136
Stu Housing - Residential Life	136
Liberal Arts & Social	144
Engineering	148
Bus Adm	153
Police	181
Athletics	188
Natural Sciences &	197

Continuation of High Exceptions

College/Depart	Invalid punch order – means the order of the punches	More than 24 hours reported – means the EE punched in, but failed to clock out	TRC is not in TRC Program – means the EE used monthly to punch in and should have used Biweekly or vice verse	Grand Total
⊟ CBW	7			7
C0101	4			4
C0103	2			2
C0115	1			1
⊟ DBW	18	5		23
D0805	16	2		18
D0809		1		1
D0816	2	2		4
⊟ HBW	2113	197		2310
H0395	165	16		181
H0396	1194	136		1330
H0397	300	16		316
H0399	8	1		9
H0400	57			57
H0401	366	28		394
H0557	20			20
H0529	3			3
⊟ HMO			6	6
H0396			6	6
⊟ SBW	1			1
S0054	1			1
⊟ (blank)	113	6		119
H0395	7			7
H0396	71	5		76
H0397	23			23
H0400	1			1
H0401	10	1		11
H0557	1			1
Grand Total	**2252**	**208**	**6**	**2466**

Electronic Personal Action Requests (EPARs)

Includes:

- Hiring
- Terminations
- Leave of Absence (LOA)
- Transfers
- Pay/FTE Change
- Status Change from (Full time and/or Part Time)
- Additional Pay
- Short Work Break

Initiator Role of the EPARS:

- Submit the EPAR timely according the Payroll Calendar https://uh.edu/office-of-finance/payroll
- Communicate the following status changes to Payroll only if this will create an overpayment situation:
  - Full-time to Part Time
  - Leave of Absences
  - Mid Period Compensation Change
  - Late New Hires and Terminations