Payroll Adjustments (PY.12)- Staff/Academic

The Payroll Adjustments process is used to rectify various payroll miscalculations, such as deduction errors, overpayment or underpayment, and missed or incorrect payments. The process ends when payroll miscalculations have been corrected and any monies due from/owed to the employee has been collected or paid.

This process excludes large overpayments that must be handled through the ‘PY.11 – Overpayment Recovery’ process.
Payroll Adjustments (PY.12) – Staff/Academic

1A. Identifies a payroll error

1B. Determines the need for a payroll adjustment

2B. Send information to Shared Services for a Payroll adjustment

3A. Send information to Shared Services for Payroll Adjustment

UCPC/CMT

UCPath

UCPath

ESS Portal

Receive notification

Receive notification

As per Phase 1 of the project, labor/union remains as is today

Process requested action

Central Office Consultation for labor/union

Requested action is recorded in UCPath

UCPath

UCPath

Last Updated
In Progress
Mm/dd/yyyy
Page
2 - 5
<table>
<thead>
<tr>
<th>1a &amp; b</th>
<th>Refer steps 1a &amp; 1b of the Central process - PY.12 Payroll Adjustments (as of 5/26/16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a &amp; b</td>
<td>Types of payroll adjustments include (not exhaustive):</td>
</tr>
<tr>
<td></td>
<td>- Payroll miscalculations</td>
</tr>
<tr>
<td></td>
<td>- Deduction errors</td>
</tr>
<tr>
<td></td>
<td>- Overpayments</td>
</tr>
<tr>
<td></td>
<td>- Underpayments</td>
</tr>
<tr>
<td></td>
<td>- Missed/Incorrect payments</td>
</tr>
<tr>
<td></td>
<td>* The need for a payroll adjustment may be made by either the employee or the Department/Org. This process excludes large overpayments that must be handled using the ‘PY.11 - Overpayment Recovery’ process.</td>
</tr>
</tbody>
</table>

2 | Appropriate fields to be created in ServiceNow. |

2 | Assumption is made that currently ServiceNow is not directly linked to Peoplesoft |

2.3 | Q1: Is an approver mandatory for Payroll Adjustments? Is an approver mandatory in certain situations? |

4 | Refer to steps 7-21 of the Central process - PY.12 - Payroll Adjustments (as of 5/20/16) |

General | For notifications it was agreed to use ServiceNow default notifications unless otherwise specified. |
Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

Captures a specific task or activity. Written starting with a verb (“Prepare Form”). A box should reflect a single role and tool to complete a specific output.

Automatic Process

Represents a process, task, or activity that is accomplished through a system or program. For example, “Upload Data (Nightly)”.

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

Color indicates processes performed by UCPATH as defined on related Central FSPD Maps (cannot be revised on local map)

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

Decision

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.