Role:
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*Associate Director
*Fiscal Specialist Supervisor
*Fiscal Specialist 2

I. Exception Time Reporting (ETR) For UW Salaried Employees
   a. Each pay period the Fiscal Specialist 2 will send email to supervisors and managers asking if there will be Leave without Pay, overtime, and any other exception pay
   b. When the Leave Time Reporting function is implemented department wide, the Fiscal Specialist 2 will be able to run exception reports
   c. Fiscal Specialist 2 will enter exceptions into the ETR and release the ETR and provide the Associate Director with all supporting documents
   d. Associate Director will review and approve the ETR

II. Positive Time Reporting (PTR) For UW Hourly Employees
   a. The Fiscal Specialist Supervisor will review the UW Timesheet website and identify the hourly employees that are set up and will send an email to let them know to complete the entry process and to submit their timesheet for approval
   b. The Fiscal Specialist Supervisor will review the UW Timesheet website and identify the approvers that have not approved timesheets and send an email to let them know it is time to approve the timesheets for the employees that they are approvers for. The email will contain a deadline the following link to the approvers website:

   https://prp.admin.washington.edu/timesheet/

   c. The Fiscal Specialist 2 will print a report indicating the approved timesheets and enter the appropriate hours into the PTR. It is important to note the correct corresponding pay period on the PTR (i.e. hours from prior pay periods need to be entered in the corresponding pay periods so they will show as late hours.)
   d. The Associate director will compare the entries made in the PTR with the report of hours and approve entries by 3:00 PM of the Payroll Cut-Off deadline as published by the UW Payroll Department
III. OPUS changes
   a. OPUS changes are initiated by various people—Grants Manager, Human Resources Manager, Principal Investigator, etc. These changes will be for new hires, separations, salary adjustments, transfers and reclassifications, Human Resource Actions, distribution changes, etc.
   b. An email is sent to a payroll coordinator. It is reviewed for compliance and accuracy (i.e. verify budget number is correct, end date is within the project period, etc.)
   c. Save the email as a text file and entered into the notes section of the OPUS change. After the OPUS change has been made, a Post Entry Review Message (“PERM”) will be generated and automatically emailed to the Enterer and Reviewers.
   d. Per UW Payroll department best practices policy it is the reviewer’s responsibility to ensure that the information on the PERM is correct. If a change needs to be made, the Reviewer should contact the Enterer that did the OPUS change

IV. Change Transactions Memorandum (CTM) for UWP and CUMG
   a. Applicable to faculty physicians that participate in University of Washington Physicians (UWP) and Children’s University Medical Group (CUMG) – when there is a change in FTE or Salary either with the UW base salary or the respective practice plan a CTM is prepared along with an OPUS change if applicable. The path to the CTMs is:
      Computer \(\rightarrow\) chair (drive) \(\rightarrow\) chair’s office (folder) \(\rightarrow\) CTMs
      Overwrite the current CTM with the payroll changes. Make sure you move all the information from the bottom part of the CTM to the top part, and then add the new changes in the bottom. Make comments in the space as indicated. After you are finished attach all documents (including Dean’s Office approval) related to this change with a paper clip and give to the Associate Administrator for signature. It will then be returned and forwarded to the Dean’s Office. After the Dean’s Office has reviewed it, they will send back a green approved copy for review and filing
   b. Enter the related OPUS change if applicable including pasting notes into only when approval comes from the Dean’s Office and Academic Human Resources (except for budget distribution changes)
   c. Research faculty do not have CTMs or NAMS all requests must have Dr. Schwinn’s approval, then the documents are sent down to the Office of Faculty Appointments in the Dean’s Office (Box 358047)
   d. Types of Pay for Faculty / Physicians:
      * UW Salary (X)
      * UWP / CUMG salary (Y)
      * Compensation Paid Directly (PDR)
      * Additional Compensation (Z)
      * Variable / Production-Based Additional Compensation paid by UWP /CUMG
      * Semi-Annual Additional Compensation (SAAC)
      * Monthly Additional Compensation (MAC)
      * Administrative Supplement (ADS)
      * Temporary Supplement (TPS)
      * Excess Compensation (EC)
Please note that whenever there is a change in salary for a faculty member, the Faculty X+Y spreadsheet needs to be updated. The spreadsheet can be accessed by going through the following steps:

Click on the Windows icon on the computer you are using, then on the Computer (icon) then on the chair’s drive then on the Faculty x-z salary spreadsheet and update it, save it

V. **Salary Expense Transfers** (Salary Expense Transfers) utilized to adjust or correct salary expenses that were originally charged to an incorrect budget number. Salary Expense Transfers are initiated by email to a Payroll Coordinator. The Payroll Coordinator will complete the SET through the UW Financial Desktop. It is highly advisable that the Payroll Coordinator paste the email into the notes section. The Payroll Coordinator will then press the “submit” icon and send an email to the approver to review the SET for correctness and compliance. The Payroll Coordinator will then update the database.

VI. Reconciliation of UWP and CUMG includes comparing the current check register with the CTMS and NAMS on file. This process needs to be done on check register day.

VII. Reconciliation of the UW Payroll system is done by comparing the current online ETR with the prior periods ETR. Each line needs to be looked closely and compared with OPUS. This process should be done when check registers are available online. The database also needs to reflect any changes.