

Payroll Process Separation of Duties

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	Hiring	Reporting Time and Leave	Approving Time and Leave	System Entry and Approval	Budget Review
Monitor control Environment	<div style="border: 1px solid black; background-color: #f4a460; padding: 5px; margin-bottom: 10px;">Candidate interviewed and selected</div> <div style="border: 1px solid black; background-color: #8eb9e2; padding: 5px; margin-bottom: 10px;">I-9 Documentation Verification</div> <div style="border: 1px solid black; background-color: #8eb9e2; padding: 5px;">Appointment information entered into OPUS</div>	<div style="border: 1px solid black; background-color: #f4a460; padding: 5px; margin-bottom: 10px;">Timesheets completed if overtime eligible</div> <div style="border: 1px solid black; background-color: #f4a460; padding: 5px; margin-bottom: 10px;">Leave request made to supervisor</div> <div style="border: 1px solid black; background-color: #f4a460; padding: 5px;">Leave used reported to supervisor</div>	<div style="border: 1px solid black; background-color: #a6a6c1; padding: 5px; margin-bottom: 10px;">Supervisor reviews and approves/ rejects requests for leave and reports of time and leave used</div>	<div style="border: 1px solid black; background-color: #8eb9e2; padding: 5px; margin-bottom: 10px;">Entries made into ETR/PTR and OWLS systems</div> <div style="border: 1px solid black; background-color: #d9d9d9; padding: 5px;">ETR/PTR reviewed and approved</div>	<div style="border: 1px solid black; background-color: #d9d9d9; padding: 5px; margin-bottom: 10px;">Reconciliation of budget transactions in My Financial Desktop</div>
	CONTROLS	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; text-align: center;">↑</div> <div style="border: 1px solid black; background-color: #92d050; padding: 5px;">I-9 docs verified and appointment info entered by someone other than the hired employee. Background checks required when safety/security job functions.</div>	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; text-align: center;">↑</div> <div style="border: 1px solid black; background-color: #92d050; padding: 5px;">Only employee (or approved proxy) can enter in electronic system or submit email or paper request</div>	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; text-align: center;">↑</div> <div style="border: 1px solid black; background-color: #92d050; padding: 5px;">Only appropriate supervisor (or approved proxy) can access and approve</div>	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; text-align: center;">↑</div> <div style="border: 1px solid black; background-color: #92d050; padding: 5px;">ETR/PTR reviewed and approved by someone other than the enterer. Note: OWLS notice/ confirmation sent to both requesting employee and supervisor.</div>

- ROLES
- Employee
 - Payroll Coordinator
 - As Assigned by Unit
 - Supervisor
 - Unit Head