

HUMAN RESOURCES PAYROLL PROCESSING DUTIES/RESPONSIBILITIES

PROCESSES	Benefits	Risk	Labor	Workforce Planning	Payroll
CalPERS Invoices	Benefits notifies Payroll of any notices and invoices in CalPERS.	No Risk duties	No Labor duties	No WFP duties	Payroll may receive invoices directly from CalPERS in addition to the ones forwarded from Benefits. Payroll processes CALPERS invoices.
Service/Disability Retirement Process	Benefits processes employee service purchase requests. (SERVICE ONLY)	Risk Processes Paperwork for Disability Retirements	No Labor duties	No WFP duties	Payroll processes Employer Paid Member Contributions and reports to CalPERS for those who qualify. Payroll will answer employee questions pertaining to Employer Paid Member Contributions reported to CalPERS. This includes salary adjustments, final pay, reportable compensation, calculations, etc.
Industrial Disability Retirement (IDR) Process	Benefits is notified by Risk and Benefits indicates leave type in CalPERS.	Risk processes all necessary documentation for CalPERS and the City. HR works with employee on IDR retirement process and submission. HR notifies the employee's department and payroll of separation dates and instructs the department to process a Personnel Action Entry. HR processes Advanced Disability payments and enters into MUNIS monthly.	No Labor duties	No WFP duties	Payroll confirms last working day when Risk inquires.
Employer Paid Member Contribution Reporting (EPMC)	Benefits provides employee with EMPC form. Once completed by employee, form is sent back to Benefits to confirm status, then forwarded to Payroll.	No Risk duties	No Labor duties	No WFP duties	Payroll processes EPMC and reports to CalPERS for those who qualify. Payroll will answer employee questions pertaining to EPMC reported to CalPERS. This includes salary adjustments, final pay, reportable compensation, calculations, etc. Payroll also provides responses to CalPERS on questions related to EPMC.
CalPERS Emails - Request for Information	Benefits compiles requested documents, submits salary schedules, submits job descriptions, reviews reciprocity questions, and confirms CalPERS status with CalPERS representatives.	No Risk duties	No Labor duties	No WFP duties	Payroll addresses issues and questions pertaining to overreporting, incorrect salary being reported, reportable compensation, payroll errors, and contributions reported. Payroll will also make the necessary adjustments in CalPERS after reviewing all pertinent information.
Classic/PEPRA Verification	Benefits verifies and enters into MUNIS.	No Risk duties	No Labor duties	No WFP duties	No Payroll duties
Reciprocity	Benefits completes paperwork and reports to CalPERS.	No Risk duties	No Labor duties	No WFP duties	No Payroll duties
Overpayments	No Benefits duties	No Risk duties	No Labor duties	No WFP duties	Payroll works with employees on repayment plans. They will work with the various departments, unions, or City Attorney's office as needed.

Personnel Action Entry	Benefits adds benefit deductions for all City employees. Accrual Types and Tables are defaulted when job class is entered in the Employee Job Salary screen. Conducts full review at step 30 of PAE Workflow.	No Risk duties	No Labor duties	WFP initiates personnel actions for employees who have interdepartmental actions. For new hires, WFP updates Employee Master Main then releases PAE for departments to complete. WFP reviews Employee Job Salary records and Employee Master main records during PAE Workflow.	Payroll does not initiate Personnel Action Entries. Payroll is the final approver of Personnel Action Entries prior to posting to payroll. Items reviewed include bargaining unit, income tax withholding, direct deposits, union dues, garnishments, CalPERS purchase of Service Credit, accrual balances (transfers & populations), and processes the retro calculation if the Personnel Action Entry is back dated.
Gap Payments	Benefits enters the following information in Gap log: leave start and end dates, expected return date, confirmation if employee is already returned to work, and if employees need to use accruals while they are out on leave. Notifies Payroll.	Risk enters the dates and hours the employee was off work due to injury or illness and what forms of workers' compensation disability payments, if any, they received during the pay period being processes, and sends to Payroll. Risk keeps a log.	No Labor duties	No WFP duties	Payroll adjusts in payroll warrant after receiving report from Benefits/Risk.
Adjustments Before Tax Log (ABT)	Benefits enters any catch-up contributions or refund requests from benefit deductions in Adjustments Before Tax log for Payroll to process.	No Risk duties	No Labor duties	No WFP duties	Payroll makes the necessary adjustments on employees' paychecks.
Paycheck Discrepancies	No Benefits duties	No Risk duties	Labor only involved if employee complained or filed grievance.	No WFP duties	Payroll pays out to employee any retro pays and adjusts hours worked, updates fields in Employee Job Salary such as existing pay code dollar amounts, adds/deletes add pays or base pays, end dates PC, dates, etc.
Pay Master	No Benefits duties	No Risk duties	No Labor duties	No WFP duties	Payroll updates Pay Master and creates new pay codes; mass imports pay codes to employees. Payroll confirms all paycodes are set up and implemented according to CalPERS Regulations and MOU provisions.
Deferred Comp	Employee signs forms (new hires, deduction change form, final payout) provided by Benefits. Benefits processes by making changes to deductions in Munis.	No Risk duties	No Labor duties	No WFP duties	No Payroll duties.
Deferred Comp Loans	Employees request loans on Empower website. Benefits processes deduction code changes in Munis.	No Risk duties	No Labor duties	No WFP duties	No Payroll duties

Patient-Centered Outcomes Research Institute (PCORI) Fee	Benefits requests Patient-Centered Outcomes Research Institute fee calculation from Benefits broker. They provide the invoice and fee details. Benefits forwards the invoice to Payroll for processing.	No Risk duties	No Labor duties	No WFP duties	Payroll pays the invoice.
Annual Salary & Benefits Costs Memo	Benefits compiles data from CalPERS and MOUs to create an annual Salary and Benefits Costs Memo and submits to the Chief Financial Officer and Payroll division.	No Risk duties	No Labor duties	No WFP duties	Payroll updates CalPERS rates for employee and employer deductions (percentages); section 125 and 132 admin fees, group life insurance rates, and group long term disability rates.
Vacation Sellback	No Benefits duties	No Risk duties	During the month of October, Labor makes updates to Payroll's Vacation Cash Out form in accordance with the bargaining unit MOU provisions and provides it to the Payroll.	No WFP duties	Payroll uploads form to City Link and notifies departments. Employees submit completed forms to Payroll. Payroll verifies employees meet all requirements for cash out then processes accordingly.
Part-Time Sick Leave Hours in Accordance with City Policy #12.05.010	Benefits assigns accrual banks to employees.	No Risk duties	No Labor duties	No WFP duties	Payroll will adjust the amount of eligible sick leave hours as needed.
Memorandum of Understanding (MOU) Language Clarification	No Benefits duties	No Risk duties	Labor provides support on interpretation and intent of Memorandum of Understanding language, if Payroll needs assistance.	No WFP duties	Payroll verifies all information within Tyler MUNIS is set up and implemented according to MOU provisions.
Implementation of Successor Memorandum of Understanding	No Benefits duties	No Risk duties	When a new Memorandum of Understanding is adopted, Labor will hold a meeting with impacted HR divisions. Labor will provide information on any changes to pay and benefits and provide explanation of new Memorandum of Understanding language.	No WFP duties	Payroll updates Tyler MUNIS and confirms changes are implemented according to the updated MOU provisions.
Union Dues/Changes	No Benefits duties	No Risk duties	Will refer questions regarding dues or changes to dues from employees to Union or Payroll.	No WFP duties	Payroll reviews Personnel Actions to confirm employees are in the correct bargaining unit. Payroll processes Authorization Union Dues forms change requests.
Union Dues Increase	No Benefits duties	No Risk duties	Upon receiving notification from the Union about Union dues increases, Labor drafts a letter to notify Payroll. Labor outlines the new increase and its effective date in the letter.	No WFP duties	Payroll implements the new dues deductions.
Check off Union member rosters	No Benefits duties	No Risk duties	HR receives roster from Operating Engineer's Local 3 with a list of all employees in the bargaining unit. Labor sends the roster to Payroll.	No WFP duties	Payroll reviews the roster and reconciles against payroll deductions.