

RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of July 20, 2006

FIRST PAYROLL IN NEW HR/PAYROLL SYSTEM – SUCCESSFUL!

EVENTS OCCURRING DURING THE WEEKS OF JULY 24 and JULY 31

- July 28 – Second Bi-Weekly (Hourly) Payroll in New HR/Payroll System
- July 31 -- First Faculty Payroll in New HR/Payroll System
- July 31 – Second Semi-Monthly Payroll in New HR/Payroll System

HR/PAYROLL & TIMEKEEPING TOPICS COVERED IN THIS EMAIL

- Go Live Communication
- Communication Throughout Your Campus Unit
- Second Bi-Weekly Payroll in New HR/Payroll System on July 28
- First Faculty (and Second Semi-Monthly) Payroll in New HR/Payroll System on July 31
- Payroll Information Resources
- Multiple Payrolls per Individual Employee
- Use of Non-employee Pay Forms
- Position Numbers
- Online Tutorials

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://www.nd.edu/~renovare/documents/July20headline.pdf>

GO LIVE COMMUNICATION

This headline-oriented email highlights key events and implementation activities to help you use the new HR/Payroll and the upgraded Timekeeping systems. Additional detailed information has been provided in HR/Payroll Connect Newsletters.

Current and prior issues of both the headline-oriented emails and newsletters are available at:

- Renovare HR/Payroll & Timekeeping Headline Communications (emails):
<http://www.nd.edu/~renovare/news.shtml#headline>
- HR/Payroll Connect Newsletters: <http://www.nd.edu/~renovare/news.shtml#connect>

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

This email is sent specifically to the University's senior administrators (University Officers, Executive Assistants to University Officers and Officer Assistants; Deans, Associate Deans, Assistant Deans and Department Chairs/Heads; Directors and Business Managers.)

In order to plan and coordinate activities for your Campus Unit, you will want to communicate the information provided here to others. Please forward this email to those within your Campus Unit:

- Who recruit, hire, manage and/or pay employees, and/or
- Who report and/or approve time for employees.

SECOND BI-WEEKLY PAYROLL IN NEW HR/PAYROLL SYSTEM ON JULY 28th

The second bi-weekly (hourly) payroll in the new HR/Payroll system will occur on July 28th. Hourly employees (except for students) participating in direct deposit will continue to receive printed pay stubs, which will be distributed as they have been previously.

FIRST FACULTY (AND SECOND SEMI-MONTHLY) PAYROLL IN NEW SYSTEM ON JULY 31

The first faculty (and second semi-monthly) payroll in the new HR/Payroll system will occur on July 31st. Please note that any status form or personnel action form received after July 13th will not be processed for payment on the July 31st pay date. This earlier-than-normal cutoff is necessary to ensure accurate processing of the July 31st payroll.

On July 31st, a faculty member will be able to view their first online earnings statement in the "Employment Details" channel on the "My Resources" tab within insideND (<http://inside.nd.edu>), including certain YTD totals. (Please note: A faculty member's detailed payroll history for the six months prior to June 30th is available on their pay stubs received to date.) Future earnings statements will be available according to the pay dates contained in the payroll calendar: <http://controller.nd.edu/about-us/payroll-services.shtml>. For more information regarding payroll and earnings statements, go to: <http://controller.nd.edu/about-us/PayrollFAQs.shtml>.

PAYROLL INFORMATION RESOURCES

Further information on a variety of topics, including earnings statement descriptions, can be found at: <http://controller.nd.edu/about-us/payroll-services.shtml>. For payroll-related Frequently Asked Questions, visit <http://controller.nd.edu/about-us/PayrollFAQs.shtml>.

MULTIPLE PAYROLLS PER INDIVIDUAL EMPLOYEE

Most employees with multiple positions at the University receive multiple payrolls in the new HR/Payroll system. For instance, a salaried, exempt staff member with an adjunct faculty position will receive two payrolls: the semi-monthly payroll on the 15th and last day of each month for the staff position; and the monthly payroll on the last day of each month for the faculty position. (In the past, with the prior system, these employees participated in only one payroll cycle.) Employees in this situation will want to anticipate and manage their cash flow accordingly. A direct communication on this item is being sent to those employees with multiple positions.

USE OF NON-EMPLOYEE PAY FORMS

The details that follow clarify the proper use of forms for additional/special payments to individuals. Some payment requests are being submitted using the incorrect forms.

The former IPS (Individual Payment for Services) form has been replaced with two forms:

- *Faculty/Staff Additional Pay for Services* (<http://controller.nd.edu/forms/employee~one-time~pay.xls>) and
- *Non-employee Payment for Services* (<http://controller.nd.edu/forms/Non-Employee%20Payment%20for%20Services.xls>).

Payments to an Employee: The *Faculty/Staff Additional Pay for Services* form is to be used to pay an employee an amount in addition to his/her standard pay (signing bonus, performance bonus, or work performed outside of the scope of the employee's regular job). This form is to be used for payment for services only.

Payments to a Non-Employee: The *Non-employee Payment for Services* form is used to make a payment to a non-employee (an individual not currently employed by Notre Dame) for services provided to the University.

PLEASE NOTE THAT NEITHER FORM IS TO BE USED TO PAY STUDENTS. ALL STUDENT PAYMENT REQUESTS ARE MADE VIA THE STUDENT PERSONNEL ACTION FORM (Student PAF).

Please see tutorials as listed below for more information.

POSITION NUMBERS

Position information, including position number, is required to complete certain forms and to perform various HR/PR related activities in the new HR/Payroll system. In late June, business managers for each area received the most current version of both their position inventory reports and position number listings. If you need assistance in obtaining and/or working with position numbers, please contact your respective business manager.

ONLINE TUTORIALS

Tutorials for certain HR/Payroll-related topics are available online.

Employee Access to Personal and Payroll Information Tutorials

- Viewing Your Online Payroll Statement after July 5, 2006 (Length: 2min 15sec):
http://renovare.nd.edu/tutorials/pay_info.htm
- Using Paper Time Cards (Length: 3min 04sec):
http://renovare.nd.edu/tutorials/paper_timecards.htm
- Viewing Your Personal Information after July 5, 2006 (Length: 1min):
http://renovare.nd.edu/tutorials/personal_info.htm
- Viewing Your Tax Elections after July 5, 2006: (Length: 1min):
http://renovare.nd.edu/tutorials/tax_elections.htm
- Viewing Your Sick and Vacation Leave Balances (Length: 1min 30sec)
http://renovare.nd.edu/tutorials/leave_balances.htm
- Viewing your Current Benefit Elections (Length: 1min 45sec)
http://renovare.nd.edu/tutorials/current_benefit_elections.htm

Faculty, Staff, and Student Employee Forms Tutorials

- Staff Personnel Action Form (PAF) (Length: 4min 05sec)
http://renovare.nd.edu/tutorials/staff_paf.htm
- Faculty Personnel Action Form (PAF) (Length: 4min 40sec)
http://renovare.nd.edu/tutorials/faculty_paf.htm
- Student Personnel Action Form (PAF) (Length: 6min 50sec)
http://renovare.nd.edu/tutorials/student_paf.htm
- Labor Distribution Change Form (Length: 1min 45sec)
http://renovare.nd.edu/tutorials/labor_distribution.htm
- Faculty/Staff Additional Pay for Services Form (Length: 2min 10sec)
http://renovare.nd.edu/tutorials/faculty_staff_add_pay.htm

- Non-Employee Payment for Services Form (Length 2min 40sec)
http://renovare.nd.edu/tutorials/non_employee_payment.htm
- Leave of Absence Form (Length 2min 10sec)
http://renovare.nd.edu/tutorials/loa_form.htm
- Separation Form (Length 1min 55sec)
http://renovare.nd.edu/tutorials/separation_form.htm

Thank you for your continued attention to this important hard work.

Yours in Notre Dame,

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