

# RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of July 27, 2006

## 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
- August 1 – First Pension 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
- First Pension Payroll in New HR/Payroll System
- Payroll Information Resources
- Multiple Payrolls per Individual Employee
- Online Tutorials

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://www.nd.edu/~renovare/documents/July27headline.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 28<sup>th</sup>

The second bi-weekly (hourly) payroll in the new HR/Payroll system will occur on July 28<sup>th</sup>. 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 31<sup>st</sup>. Please note that any status form or personnel action form received after July 13<sup>th</sup> was not processed for payment on the July 31<sup>st</sup> pay date. This earlier-than-normal cutoff was necessary to ensure accurate processing of the July 31<sup>st</sup> payroll. Forms received after the July 13 deadline will be processed for the employee's next payroll.

With this monthly payroll, 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. On July 31, an e-mail will be sent to faculty members included in the monthly payroll reminding them of the need to access their pay statement on line. (Please note: A faculty member's detailed payroll history for the six months prior to June 30<sup>th</sup> 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>.

### **FIRST PENSION PAYROLL IN NEW SYSTEM ON AUGUST 1**

The first pension payroll in the new HR/Payroll system will occur on August 1<sup>st</sup>. All pensioners will be mailed their pay statements on August 1<sup>st</sup>, which will include their July 1<sup>st</sup> pay statements, as well. (Their recurring payments were direct deposited on July 1<sup>st</sup>, but statements were not processed in the new system until now.) Pensioners who also have a job on campus will view their pay statement for that job on insideND (<http://inside.nd.edu>), unless they are an hourly staff in which they will receive a printed pay statement.

### **PAYROLL INFORMATION RESOURCES**

August 1<sup>st</sup> is the deadline for forms to be submitted to Human Resource, Student Employment, or Provost Office in time for inclusion on the August 15<sup>th</sup> payroll. Further information on this and a variety of other 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 15<sup>th</sup> 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.

### **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](http://renovare.nd.edu/tutorials/pay_info.htm)
- Using Paper Time Cards (Length: 3min 04sec):  
[http://renovare.nd.edu/tutorials/paper\\_timecards.htm](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](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](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](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](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](http://renovare.nd.edu/tutorials/staff_paf.htm)
- Faculty Personnel Action Form (PAF) (Length: 4min 40sec)  
[http://renovare.nd.edu/tutorials/faculty\\_paf.htm](http://renovare.nd.edu/tutorials/faculty_paf.htm)
- Student Personnel Action Form (PAF) (Length: 6min 50sec)  
[http://renovare.nd.edu/tutorials/student\\_paf.htm](http://renovare.nd.edu/tutorials/student_paf.htm)
- Labor Distribution Change Form (Length: 1min 45sec)  
[http://renovare.nd.edu/tutorials/labor\\_distribution.htm](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](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](http://renovare.nd.edu/tutorials/non_employee_payment.htm)
- Leave of Absence Form (Length 2min 10sec)  
[http://renovare.nd.edu/tutorials/loa\\_form.htm](http://renovare.nd.edu/tutorials/loa_form.htm)
- Separation Form (Length 1min 55sec)  
[http://renovare.nd.edu/tutorials/separation\\_form.htm](http://renovare.nd.edu/tutorials/separation_form.htm)

Thank you for your continued attention to this important work.

Yours in Notre Dame,

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