

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	September 2008
<b>Policy 6.5.1</b>	<b>Processing</b>	Responsibility:	Assistant Vice President for Business Affairs

## PROCESSING

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### Responsibilities

Payroll Services processes numerous payrolls throughout the month. Primary responsibilities include monitoring payroll cycles to ensure accuracy and timeliness in the payment of all Health Science Center employees. Payroll Services also oversees the prompt payment of vendors and agencies involving payroll deductions (i.e., taxes, garnishments, retirement contributions, etc.).

Payroll Services is also responsible for the processing of payroll expenditure transfers. It is often necessary to re-apply labor and benefit charges to different funding sources. The departments initiate an e-mail requesting the reallocation of expenditures. The e-mail should include project IDs and amounts and/or percentages needing to be moved. All retroactive transfer of expenditures on grants and contracts must be approved by the Office of Sponsored Programs before they are processed. Transfers on all other sources of funds that go back further than sixty (60) days from the last payroll must be approved by the Director of Accounting.

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### Deadlines

Payroll deadlines are published on the DCATS website at <http://www.uthscsa.edu/business/payroll/timeline.html>. All transactions should be completed prior to these deadlines to ensure prompt processing. Any document that is submitted after the designated deadline will be processed on the next available payroll.

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### PeopleSoft

All personnel transactions are entered directly on-line through PeopleSoft. Each department is required to assign an individual to process personnel transactions and attend training. All instruction documents for the personnel processing can be found on the DCATS website at <http://ims.uthscsa.edu/training/hcm.aspx>. If assistance is required in processing these transactions, DCATS should be contacted at (210) 567-0180 or visit their website at [DCATS](#).

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