

GPR Reconciliation

Exception Type	Definition	Who SSC Reaches Out To	Example	High Level Procedure
CR Comp Rate	Comp rate on pay check doesn't match comp rate on job data	Unit (Supervisor of Employee)	Employee had a mid month Job Data change, ie. bi-weekly to monthly	Identify why compensation rate in system does not match compensation rate paid: 1) Look in system to see comp rate difference 2) Check for mid month change in Job Data (ex: termination, promotion). If timely, reconcile 3) Look in ImageNow for documentation to support the comp rate change
AP Additional Pay	Additional pay doesn't match additional pay workflow or additional pay entered in HR system	Payroll	1) Retroactive additional pay (administrative differential or award) 2) Payment to non-employee for taxable services	Identify why additional pay entered does not match additional pay paid: 1) Look in ImageNow for documentation to support the additional pay change 2) Run query to see who processed this in payroll. Check reason explanation and contact payroll to verify
PL Payline	Direct entry by Payroll Office staff into M-Pathways' payline page which feeds into an employee's paycheck	Payroll	1) Payroll Office identified an error on a report and had to make a change to the employee's time 2) Temp employee turned in the timesheet late. Payroll Office entered time in system	Identify why payroll touched/created a payline: 1) Look in ImageNow (most payline exceptions have documentation in ImageNow) 2) If no documentation exists, reach out to Payroll Office to obtain documentation to support the transaction
TS Timesheet Shortcode	Dept Group of override shortcode on Timesheet page doesn't match the Dept Group of the Empl Record Number for the job from which the employee is paid	Unit (Supervisor of Employee)	Employee manually entered shortcode on the timesheet with Dept Group outside of their appointing Dept Group	Identify why override shortcode doesn't match shortcode employee was paid on: 1) View timesheet for combo code difference 2) If supervisor = approver, reconcile. Otherwise, we reach out to the supervisor to confirm override shortcode
TA Time Approver**	Approver's appointing Dept Group doesn't match the Dept Group of the Empl Record Number for the job from which the employee is being paid	Unit (Supervisor of Employee)	Employee's time is approved by supervisor for most time periods. This month, the approver has changed, but the employee has not changed jobs.	Confirm approver was correct person to approve employee's time: 1) If the approver = supervisor, reconcile 2) If the approver was not the supervisor, view comments from Payroll Office 3) Reach out to the supervisor of the employee to verify the time/approver was accurate
TE Time Reporting Code/Earn Code Not Equal	The time reporting code/hours on the timesheet don't match the earnings codes/hours on the employee's paycheck	Unit (Supervisor of Employee)	1) Biweekly salaried employee entered 72 hours on their timesheet. All biweekly salaried employees are paid 80 hours regardless of what they enter on their timesheet. Timesheet does not match paycheck. 2) College work study/regular time.. If they run out of CWS time, the system converts to regular Temp appt when work study runs out. 3) Employee reported sick time but they are out of sick time. The excess hours will be changed to VAC or time without pay. 4) Timesheet hours were reported before job data start date. Employee will not be paid for these reported hours.	Identify why timesheet does not match paycheck: 1) Look in system to see if it was prior period adjustment 2) Run employee reported time query to show payroll adjustments 3) Reach out to the unit to see if employee was paid correctly or if time needs to be reported differently