BUSINESS & FINANCE

Search this site 🔍

Accounting ﹀ & Budgeting Buying & ﹀ Contracts Paying ﹀ People Travel ﹀ Equipment ﹀ Management Payments ﹀ to the University

Policies & Procedures

Policies & Procedures

4 Payroll

Responsibilities

Definitions

FAQs

4.1.1 Serve as a Unit Payroll Contact

4.1.2 Set up a New Unit or Location for Timesheets

4.1.3 Set Up Payroll Function in Banner and ANA

4.1.4 Change an Employee's Job

4.1.1 Serve as a Unit Payroll Contact

Policy Statement

Units must designate a contact to serve as liaison between Payroll Service Centers and the employees of their unit. The payroll contact ensures communications from University Payroll and Benefits (UPB) are distributed in a timely manner and works with the employee and Payroll to resolve payroll questions. Each unit must have a contingency plan in case the contact is ill or on vacation.

Procedure

To serve as a unit Payroll contact, you (or your designee/proxy) are responsible for completing the following procedures:

4.1.3 Set up Payroll Function in Banner and ANA
4.1.5 Handle Unclaimed Payroll Checks
4.3.1 Adjust an Employee's Pay (Underpayments)
4.3.3 Process Employee Recognition Awards
4.2.1 Submit Employee Work Time
4.3.4 Correct Payroll Overpayments

Appointment Changes

When an appointment changes, the employing unit must complete an HR Front End transaction reflecting the change. If you do not submit the HRFE transaction promptly, an incorrect amount may be paid to the employee. If you have submitted an HR Front End transaction for a pending change in an employee's status, but it has not

yet been processed, process the appropriate transaction as outlined in [Overpayments](#) or [Payroll Deductions](#).

Related Policies and Procedures

[4.3.1 Adjust an Employee's Pay (Underpayments)](#)

Additional Resources

[Payroll Deductions](#)

[Overpayments](#)

    [Human Resources Front End (HRFE) Documentation and Tutorials](#)

    [HR Front End Transaction Tips](#)

FAQ [Question #1](#) describes how employees are paid.

Last Updated: October 2, 2017 | Approved: Senior Associate Vice President for Business and Finance | Effective: March 2010

**Vacation and
Sick Leaves**

Business and Finance

For questions or concerns about the BusFin site, please contact sharedservices@uillinois.edu.

Locations

Urbana-Champaign

Chicago

Springfield

Regional campuses

Online catalog

UI Health

Popular Topics

About the System

Directory/A-to-Z list

Employment opportunities

Freedom of Information Act requests

Make a gift

News and media resources

System Offices