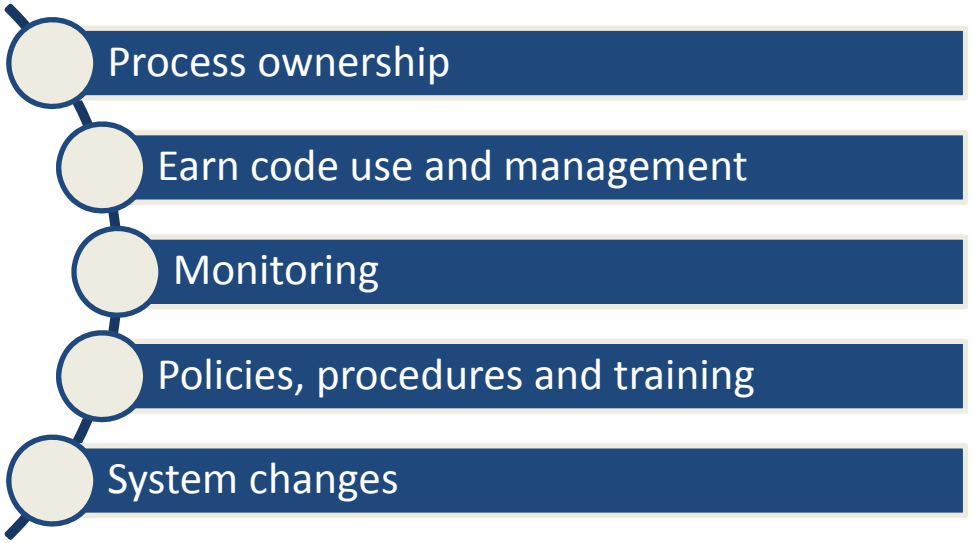
Additional Pay Audit

Opportunities for Change

September 2017

Issues Addressed

Cross-functional team identified solutions to improve processes related to the administration of non-base compensation.



Project Priorities

1. Implement solutions that meet unit/department requirements
2. Ensure a shared understanding of additional pay processes and guidelines
3. Create effective processes with appropriate system supports
4. Design a sustainable model that balances unit needs and internal control standards

Impact and Risk

Earn Code	$ Spent*		# Distinct Headcount*
Added Duties Diff (ADD)	$14m		2,994
Admin Diff (ADM)	$90m		3,283
Add Services Recognition $ (ASD)	$3m		721
New Hire Pmt (BMC)	$2m		135
Sal Supp (SAL)	$115m		16,241
Services Unrel (UNS)	$40m		7,073

<u>Open-Ended Transactions</u>

>1500 distinct employees with open-ended Additional Pays**

Earliest transaction date = 2001

*All campuses (AA, Flint, Dearborn, Michigan Medicine) and all employees (Faculty, Staff, Academic Administrators, Supplemental). Cumulative 2012-2016.
**Samples from Q1 FY 2017

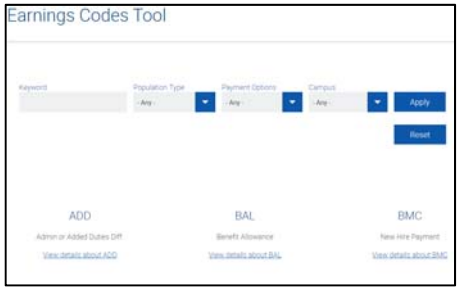
Solutions

Earnings Codes

- Search/filter tool
- Consolidation
  - ADM
    - ADM is inactivated in PAR after 10/1
    - Use ADD for a change in duties
  - ASD
    - ASD is inactivated in PAR after 10/1
    - Available on timesheet

On-line guidance

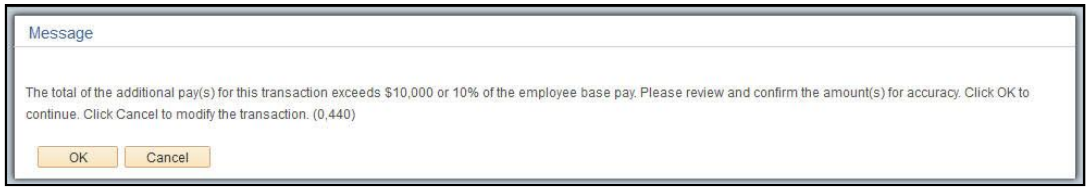
- Additional pay webpages – new
- Michigan Medicine comp. navigator



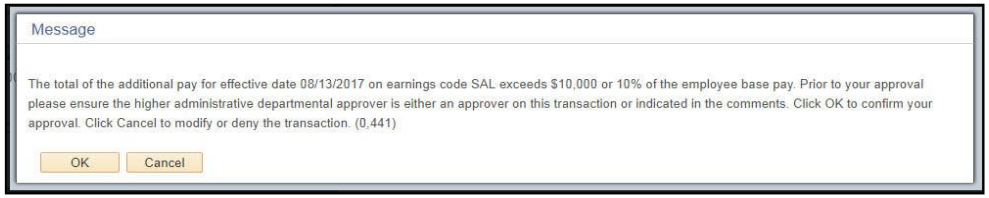
Solutions, cont.

PAR Changes

- Creator warning for high dollar amounts



- Approver warning for high dollar amounts



- Transaction stops if an end date is not entered

Solutions, cont.

Monitoring

- Trend reports support decision-making
- Transaction clean-up
- Reports matrix

Oversight

- Audits by central office for:
  - High dollar amount
  - End date no greater than appointment end date
  - Comments field

Questions

Project questions

Angela Benke

acz@umich.edu

Transaction support

SSC

ssc.hr.transaction.support@umich.edu

734.615.2000, press 1, press 3