

Bi-Weekly Reconciliation ALT, CERTs, and GEMS

Procedure

2024



CENTRAL HUMAN RESOURCES



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Purpose

The procedures below outline independent reconciliations¹ between the University's Automated Leave Tracking system (ALT), the University's Payroll Certification System (CERTs), and the University's Human Capital Management system/PeopleSoft (GEMS).

Scope

UCO Payroll is committed to ensuring all employees are paid accurately, timely and in accordance with all University, Federal and State policies, procedures and regulations. UCO Payroll is also responsible for the reporting and compliance for employee benefits, tax and payroll deductions, as well as ensuring that payroll transactions are properly recorded in the University's accounting system. Thus, independent reconciliations, by the respective departments submitting time, between submitted paper timesheets and the three systems that comprise the University's current Time and Labor system, should be performed and reviewed on a bi-weekly basis

Procedure

Process Description

Three reconciliations should be completed on a bi-weekly basis. (A) Reconciliation between paper timesheets and ALT to ensure that all leave time recorded on the paper timesheets has been requested and approved in ALT. (B) Reconciliation between paper timesheets and CERTs to ensure that all time reported on the timesheet, has been entered manually into the CERTs Payroll Certification system. (C) Reconciliation using the Payroll Register query to ensure that payroll was processed accurately through GEMS.

(A) Two public queries are available for reconciling hours that have been entered into ALT. They can be run by department at any point in time. For reconciliation purposes, these should be run before CERTs hours get pulled in to GEMS, while entries in CERTs can still be adjusted. Query results should be retained for five fiscal years like the timesheets they agree to.

- U_LEAVE_PEND_NOT_APPR_BY_DEPT
- U_LEAVE_APPR_NOT_POST_BY_DEPT.

(B) A separate business process, "Compare Payroll CERTs to Actual Time Records" is available at <https://www.usf.edu/business-finance/controller/payroll/payrollcertsschedules.aspx> to explain for the reconciliation between the timesheets and CERTs.

The public query U_PAYROLL_REGISTER provides information on hours, distribution, deductions, and taxes. It should be used to verify the payroll information and the results should be retained for five fiscal years like the timesheets they agree to.

¹ Independent reconciliations should be performed by parties/persons that are not entering or performing the same tasks for which they are approving. A CERTs approver should not be performing the independent audit for the timesheet, A Leave Coordinator should not be performing the independent audit in ALT, etc.

Refer to UCO's Reconciliation – Best Practice Guide for additional information.