

Payroll Certification Process

Procedure

2024



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Overview

Payroll Certification is the process by which departments submit to Payroll the hours to be paid for each employee within each department. This process utilizes the online Certification System, called “CERTS”, and specific paper certification forms (to be used only when required). The vast majority of the information is handled by the online system. CERTS is accessed through the administrative portal, and it covers all campuses within the USF system.

CERTS and GEMS Job Data

The CERTS system interfaces with the GEMS application. Employee information stored in the Job Data panels flows through into CERTS and will determine the default hours to be displayed for each employee in each department. Errors in Job Data will carry over into CERTS, so it is critical that employee information in Job Data is correct, and it is helpful if the payroll preparers and certifiers are familiar with the Job Data pages. If the preparers can identify errors in the Job Data panels, they will be able to advise their Employment Center Representative in their Service Center of the changes necessary to correct any errors that may exist. One purpose of the paper certification forms is to provide to Payroll an override to the incorrectly created payroll CERTS caused by errors in employee appointment information.

Payroll Certification Process

The Payroll Certification process allows you to submit to Payroll the hours your employees are due to be paid using both CERTS and paper certification/adjustment forms.

Most certifications will be captured by CERTS. Other items such as sick leave payouts and retroactive pay adjustments must be processed on paper forms and delivered to Payroll for manual processing.

CERTS users are classified as either “Preparers” or “Certifiers” based on their position and responsibilities. Certifiers must have supervisory authority.

There are certain critical times in the Payroll Cycle for the approval of online CERTS hours and items that must be submitted on paper forms. If you discover any errors in employee information while preparing hours in CERTS, those errors will require correction by the HR Employment Center. Depending on when such errors are discovered and corrected, the changes may not be reflected online in CERTS and will require paper certification/adjustment forms.

Typical Payroll Certification Cycle

(see the *GEMS Bi-Weekly Schedule* for specific dates)

1. The Creation of CERTS records is completed Monday morning of the second week of each pay period. The CERTS are usually available by 10:00 AM.
2. The Creation of Mini-CERTS is completed Thursday at 3:00 PM of the second week of each pay period. Users will not be able to access CERTS during the Mini-CERTS processing time, however this process is generally complete by 3:30 PM and users will again have access to CERTS. The Mini-CERTS process is necessary to capture changes and corrections made to employee Job Data in GEMS after the original CERTS data was created. As the Mini-CERTS process captures any Job Data

changes, no matter how small, it will delete any regular or overtime hours created by the Monday CERTS creation as well as any updates completed by the CERTS Preparer. The affected employee records are identified in CERTS by a black color bar around the employee's name and will require attention by the Preparer to re-input the hours to certify.

3. CERTS deadline is Friday at 10:00 AM. All employees must be certified by this time or paper certification forms will be required.
4. Paper Certification forms are due into Payroll by 5:00 PM on Friday of the same week.

Note that in weeks in which there is a holiday, payroll may be processed on an accelerated schedule and the days indicated above may be moved forward to compensate for the shorter processing time.