



6.5.1 Processing

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2016

I. Purpose

To establish the Payroll Services procedure for the accurate and timely processing of employee payroll with UT Health San Antonio.

II. Scope

This policy applies to all employees and departments within UT Health San Antonio that are involved in the payroll process.

III. Policy

A. Responsibilities

Payroll Services processes numerous payrolls throughout the month. Primary responsibilities include monitoring payroll cycles to ensure accuracy and timeliness in the payment of all UT Health San Antonio (UTHSA) employees. Payroll Services also oversees the prompt payment of vendors and agencies involving payroll deductions (i.e., taxes, garnishments, retirement contributions, etc.).

Payroll Services is also responsible for the processing of payroll expenditure transfers. It is often necessary to re-apply labor and benefit charges to different funding sources. The departments initiate an e-mail requesting the reallocation of expenditures. The e-mail should include project IDs, employee name, employee ID, pay period end dates and percentages needing to be moved. All retroactive transfer of expenditures on grants and contracts that go back further than sixty (60) days must be approved by the Office of Sponsored Programs before they are processed. Transfers on State accounts can only be reallocated during the current fiscal year.

B. Deadlines

Payroll deadlines are published on the Payroll website at <http://uthscsa.edu/business/payroll/>. All transactions should be completed prior to

6.5.1 Processing

these deadlines to ensure prompt processing. Any document that is submitted after the designated deadline will be processed on the next available payroll.

C. PeopleSoft

All personnel transactions are entered directly on-line through PeopleSoft. Each department is required to assign an individual to process personnel transactions and attend training. All instruction documents for the personnel processing can be found on the [DCATS](#) website. If assistance is required in processing these transactions, DCATS should be contacted at (210) 567-7777 option 5 or visit their website at [DCATS](#).

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2016	Policy Revision		