

OFFICE OF THE CONTROLLER

Payroll Hot Topics

November 2024





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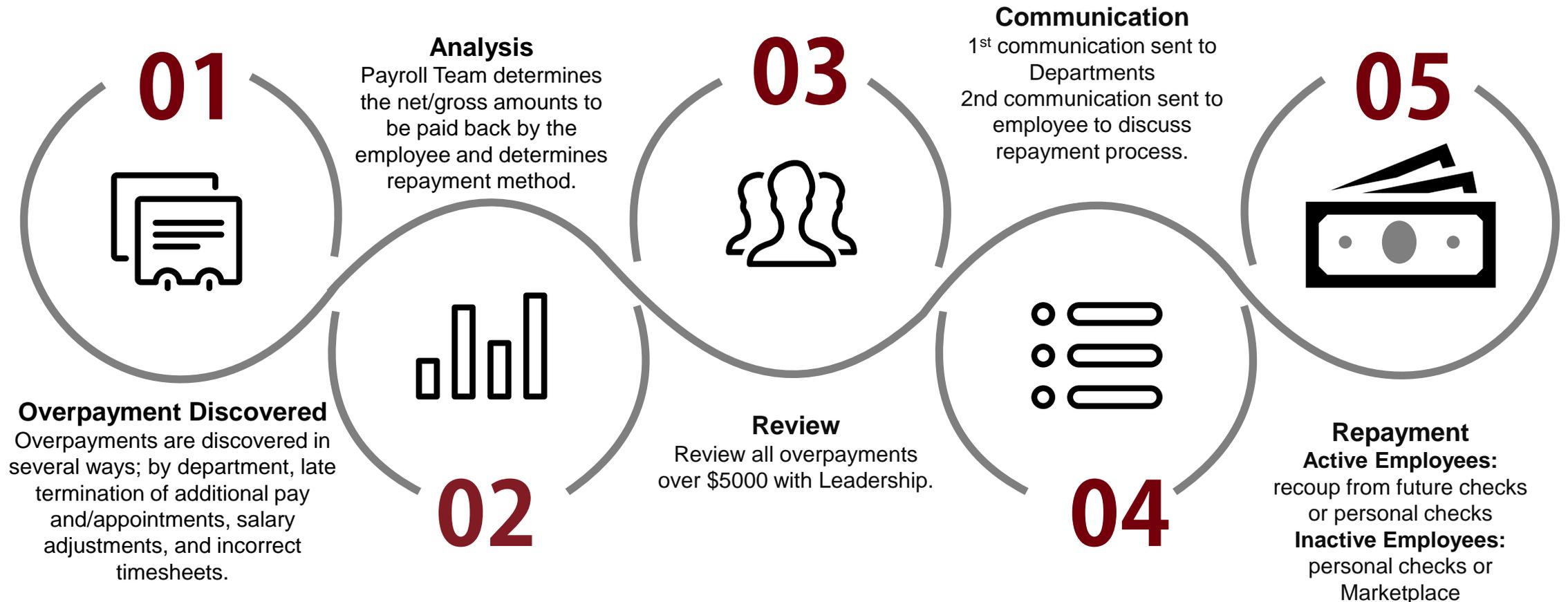


New Process Updates



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Overpayment Process





terminate the job, additional pay, and/or appointments timely



make salary adjustments accurately



return LWOP paperwork to Benefits timely



share the overpayment analysis with the employee within 5 business days. Reach out to the Payroll Team if you have questions or need help explaining the amount owed



inform the employee that the Payroll department only processes the information entered in PeopleSoft HCM. If they have questions about why the overpayment occurred, please direct them to their departmental HR Contract or HR Service Team

Important Overpayment Tips and Reminders



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Updated Resources

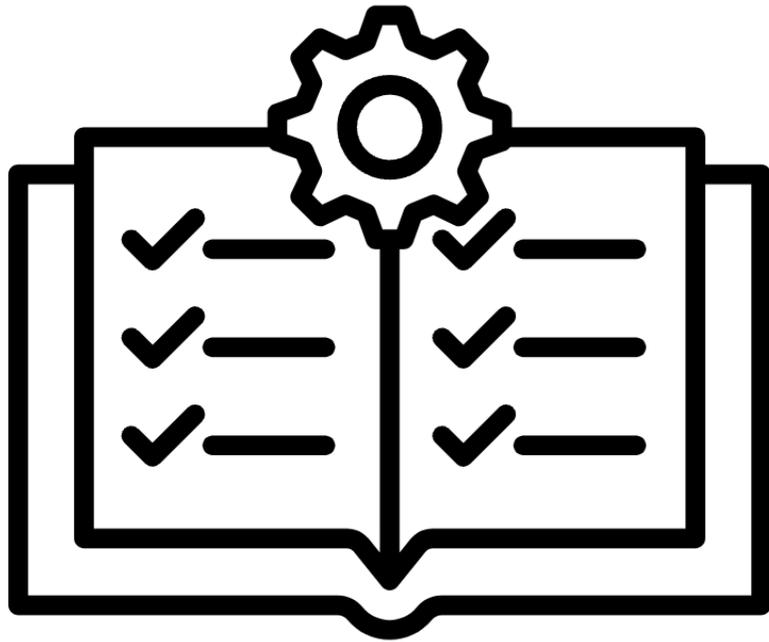


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Updated Direct Deposit Resources

Visit the [Direct Deposit](#) page on our Payroll website to view:

New! Detailed Job Aid



Updated Quick Reference



Direct Deposit Quick



TIPS



Up to five bank or credit union accounts can be added. The first account added will be set as a Full Balance deposit type, which means that your entire net pay will be allocated to this account unless you opt to add more accounts.



It is recommended that any direct deposit changes are entered at least seven days before payday to be effective with the upcoming payroll. Changes are subject to validation by the bank to guarantee the direct deposit change will be successful.



Keep a very close eye on bank statements or account notifications. This will help catch any discrepancies early and ensure that deposits are made correctly.



When a second account is added and saved, the deposit type of the first account will be updated from **Full Balance** to **Remaining Balance** and the account order will be updated to last in the list.

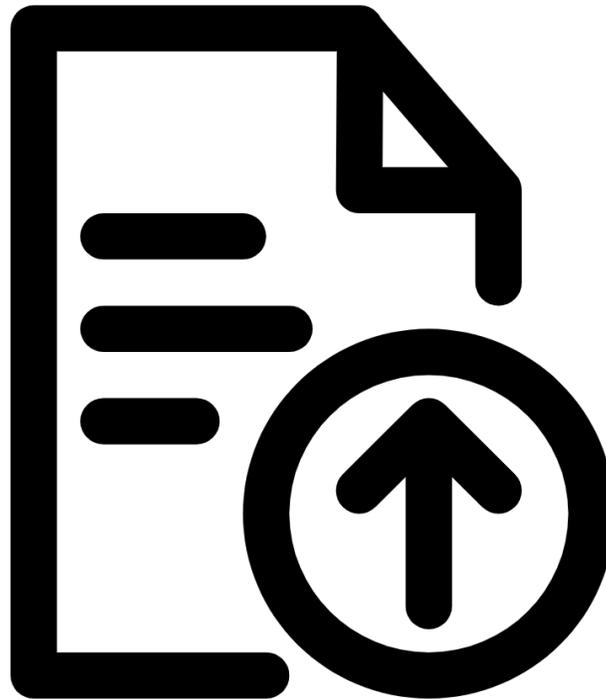


To add a new account as the Remaining Balance, the account needs to be first added as a percentage or amount. The current Remaining Balance account can then be edited to reflect the desired changes.

New Document Upload Resource

Visit the [Employee Self Service](#) page on our Payroll website to view a new:

Payroll Uploads Quick Reference



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Payroll Uploads Quick



TIPS

Navigation in PeopleSoft HCM: **Employee Self Service > Payroll Tile > Document Upload Tile**



The Document Upload tile provides a secure way for employees to submit out of state W4s (Please do not use self service form if out of state)



Provides International employees a secure way to upload their treaty and W4 documents. Document Upload Options: 8233 treaty, W9 treaty, W4, SC W4, Non-SC W4, and Other.



Preferred method of delivery for any paper tax forms being submitted to Payroll. Also, saves a trip to the Payroll Office.



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Updated ESS Quick Reference

Visit the [Employee Self Service](#) page on our Payroll website to view an updated:

Employee Self Service Quick Reference



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Account Funding Changes



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Monthly Checklist

1st day of the month

- Run payroll queries to determine if employee salaries need to be for the **next months 15th payroll**. Complete Account Change Form(s).
- Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete retro JE form(s) as needed.
- Review transactions that have posted to the Grant Dashboard/ Non-USCSP Dashboard for the previous month. Complete any JVs, JEs, APEXs, as necessary.
- Ensure Account Change Form(s) submitted have been fully approved for the **30th payroll**.

5th day of the month

- Remind PIs to review the Grant Dashboard/Non-USCSP Dashboard and HCM Distribution for the previous month for accuracy.

16th day of the month

- Run payroll queries to determine if employee salaries need to be for the **next months 30th payroll**. Complete Account Change Form(s)
- Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete retro JE form(s) as needed.
- Ensure Account Change Form(s) submitted have been fully approved for the **15th payroll for the next month**.

Visit the [Controller's Office](#) website for a downloadable version.



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Updating Payroll Expenses Using the Account Change eForm

What system: The eForm can be found in PeopleSoft HCM, hcm.ps.sc.edu.

Where can it be found: To find the Account Change eForm, navigate to:
[Employee Self Service – My Homepage/My Workplace – ePAF Homepage](#)

Purpose: The [Account Change eForm](#) is used to update/correct payroll accounting expenses in a timely matter.

Why is this so important: Making timely and correct payroll accounting changes reduces the number of retro funding changes needed for lag employees. It is important to pay attention to funding end dates because payroll cannot post to ended projects causing those expenses to be charged to departmental accounts.

Important Reminder: It is important that new hires are assigned to the correct chartfield string because it is very difficult to do an account change form on someone's first check if they are starting in the middle of a pay period.

Coming Soon: Email reminders on the account change forms that sit out there unapproved for more than 2 days.



Timely Submission of Account Funding Change eForms

You can make funding changes up until the day after the previous pay date as outlined on the [Payroll Schedule for Lag Employees](#).

Payroll Period	Checks Distributed	Current End Date	Lag & Hourly End Date	Actions due to HR	Actions due from HR to Payroll
January 15, 2024	1/12/2024	1/15/2024	12/31/2023	Refer to HR website	1/4/2024, 5 p.m.
January 31, 2024	1/31/2024	1/31/2024	1/15/2024	Refer to HR website	1/23/2024, 5 p.m.
February 15, 2024	2/15/2024	2/15/2024	1/31/2024	Refer to HR website	2/7/2024, 5 p.m.
February 29, 2024	2/29/2024	2/29/2024	2/15/2024	Refer to HR website	2/21/2024, 5 p.m.
March 15, 2024	3/15/2024	3/15/2024	2/29/2024	Refer to HR website	3/7/2024, 5 p.m.
March 31, 2024	3/29/2024	3/29/2024	3/15/2024	Refer to HR website	3/21/2024, 5 p.m.
April 15, 2024	4/12/2024	4/15/2024	3/31/2024	Refer to HR website	4/5/2024, 5 p.m.
April 30, 2024	4/30/2024	4/30/2024	4/15/2024	Refer to HR website	4/22/2024, 5 p.m.

Submit Account Funding Change form for 4/30/24 payroll by 4/16/24 (the day after the previous payroll period date).

Example: To ensure a funding change for the 4/30/24 paycheck, the eForm must be submitted by 4/16/24.

Account Change eForm Key Take-Aways

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.
- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.



How can Employees Needing Funding Changes be Identified?

There are two queries available to help identify all grant funding sources and end dates to help track expiring or inactive grants. You can run these before each payroll, allowing sufficient time to take corrective measure when a grant has expired or is inactive.

The queries are:

- SC_PY_FUND_BYPROJ_DATE
- SC_PY_FUNDING _BYPROJ

To access these queries, navigate to **Main Menu > Reporting Tools > Query > Query Viewer** in **HCM PeopleSoft** and enter the query name, listed above, in the Query Name field.



Project Funding Query by Date

Role: Business Manager Query Reports and Finance Initiator

Report Name: SC_PY_FUND_BYPROJ_DATE

Selection Criteria: Project ID, Fiscal Year (required), PC Business Unit, and Purchasing End Date

Description: Use this query to identify all grant funding sources and end dates to help track expiring or inactive grants.

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project

Fiscal Year (required)

PC Bus Unit (required)

Funding End Date <=

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (81 kb)

[View All](#) First 1-100 of 141

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed	Operating Unit
1						0 08/16/2024	0	115400		A	REH	I12	S	STU	05/15/2025	Y	2025	08/16/2024	0		1	A00000100663	10013053	USCSP	10/31/2024	Y	CL034
2						1 09/01/2024	0	155201		A	REH	I12	S	STU	12/31/2024	Y	2025	09/01/2024	0		1	A00000105243	10013441	USCSP	11/30/2024	Y	CL040
3						0 09/01/2024	0	100100	00774213	A	POS	P12	S	RGP	12/31/2024	Y	2025	09/29/2024	0		1	A00000115677	10014126	USCSP	11/30/2024	Y	CL061
4						2 08/26/2024	0	115600		A	REH	T12	S	STU	12/06/2024	Y	2025	09/16/2024	0		1	A00000118730	10014388	USCSP	11/30/2024	Y	CL034
5						0 08/16/2024	0	155401		A	REH	HRL	H	STU	11/14/2024	Y	2025	08/16/2024	0		1	A00000079177	10011551	USCSP	11/14/2024	N	CL040
6						2 05/16/2024	0	115300		A	HIR	HRL	H	TSF	04/30/2025	Y	2025	07/01/2024	0		1	A00000107024	10013606	USCSP	11/30/2024	Y	CL034
7						1 07/16/2024	1	100100	00773572	A	PAY	P12	S	RGP	06/30/2025	Y	2025	07/01/2024	1		1	A00000115628	10014126	USCSP	11/30/2024	Y	CL061
8						2 05/16/2024	0	115300		A	HIR	HRL	H	TSF	04/30/2025	Y	2025	07/01/2024	0		1	A00000107024	10013606	USCSP	11/30/2024	Y	CL034
9						2 08/26/2024	1	115600		A	DTA	T12	S	STU	12/06/2024	Y	2025	09/16/2024	0		1	A00000118730	10014388	USCSP	11/30/2024	Y	CL034
10						0 07/01/2024	0	115500	00002459	A	PAY	C09	S	FTE		N	2025	10/16/2024	0		1	A00000107698	10013653	USCSP	11/30/2024	Y	CL034
11						2 01/02/2024	0	213000		A	REH	HRL	H	TSF	12/15/2024	Y	2025	07/01/2024	0		1	A00000106139	10013531	USCSP	11/26/2024	Y	CL071
12						0 07/16/2024	1	213000	00773719	A	PAY	P12	S	RGP	11/05/2028	Y	2025	07/01/2024	0		1	A00000106136	10013531	USCSP	11/26/2024	Y	CL071
13						0 06/16/2024	0	115300	00083081	A	PAY	P09	S	FTE		N	2025	08/16/2024	0		1	A00000107041	10013606	USCSP	11/30/2024	Y	CL034

Project Funding Query by Date

When using this query, **be sure to focus on the following:**

- Employees whose job **does not auto end** because payroll will not be allowed to post to these combo codes after the project end date.
- Employees that **do have auto term, but the auto term date exceeds the funding end date** because payroll will not be allowed to post to these combo codes after the project end date.
- Pay close attention to pay group. For example, if you are running the query for 3/31/24 payroll and your project ended 3/15/24 payroll for an employee **paid on a lag** will post to this project because the earnings end date would be 3/15/24.



Project Funding Query by Project

Role: Business Manager Query Reports and Finance Initiator

Report Name: SC_PY_FUNDING_BYPROJ

Selection Criteria: Project ID, Fiscal Year (required), and PC Business Unit

Description: Use this query to identify employees charged to projects for the current fiscal year.

SC_PY_FUNDING_BYPROJ - Funding query by project

Project

Fiscal Year (required)

PC Bus Unit

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All First 1-10 of 10 Last

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed
1					3	01/01/2024	1	155401		A	DTA	T12	S	STU	05/15/2024	Y	2024	02/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
2					0	02/19/2024	0	155401		A	HIR	HRL	H	STU	05/15/2024	Y	2024	02/19/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
3					0	02/13/2024	0	155401	00773361	A	DTA	I12	S	RGP	03/15/2026	Y	2024	11/16/2023	0		1	A00000061873	10010154	USCSP	06/30/2024	Y
4					3	01/01/2024	1	155401		A	DTA	T12	S	STU	05/15/2024	Y	2024	01/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
5					1	01/08/2024	0	155201		A	HIR	HRL	H	STU	05/04/2024	Y	2024	01/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
6					0	02/26/2024	0	155401		A	REH	HRL	H	STU	05/15/2024	Y	2024	02/26/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	N



Employee Verification



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Employment Verification



Experian Verify is an employment verification system that automates income and employment verification services for employees. Verifiers have access to request a report anytime, and the report will be automatically generated and returned to the verifier instantly.

This system provides:

- income verification
- employment verification
- social service request
- a custom verification letter

An employee can also:

- Request a Verification Letter or Public Service Loan Forgiveness Form
- Manage your privacy
- View and download your own verification report



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Employment Verification



Experian Verify eliminates all internal manual verification labor for the University through a secure and employee consent-driven process.

- Verifiers and employees can use **Experian Verify** to easily retrieve accurate employment and income information.
- Using Experian's automated process will speed up the employment verification process when applying for big loans like cars and mortgages which is a big benefit to all University employees!

Visit the [Employee Verification](#) page on our Payroll website for add detailed information and user guides.

Note: Experian has employment data for all employees who have been employed since 1/1/2020, but if a verification request comes in for someone who separated from employment prior to 1/1/2020 Experian will be unable to provide verification. In these scenarios, please have the vendor or former employee reach out directly to the Payroll Office (payroll@mailbox.sc.edu) for verification.

Calendar Year End Reminders

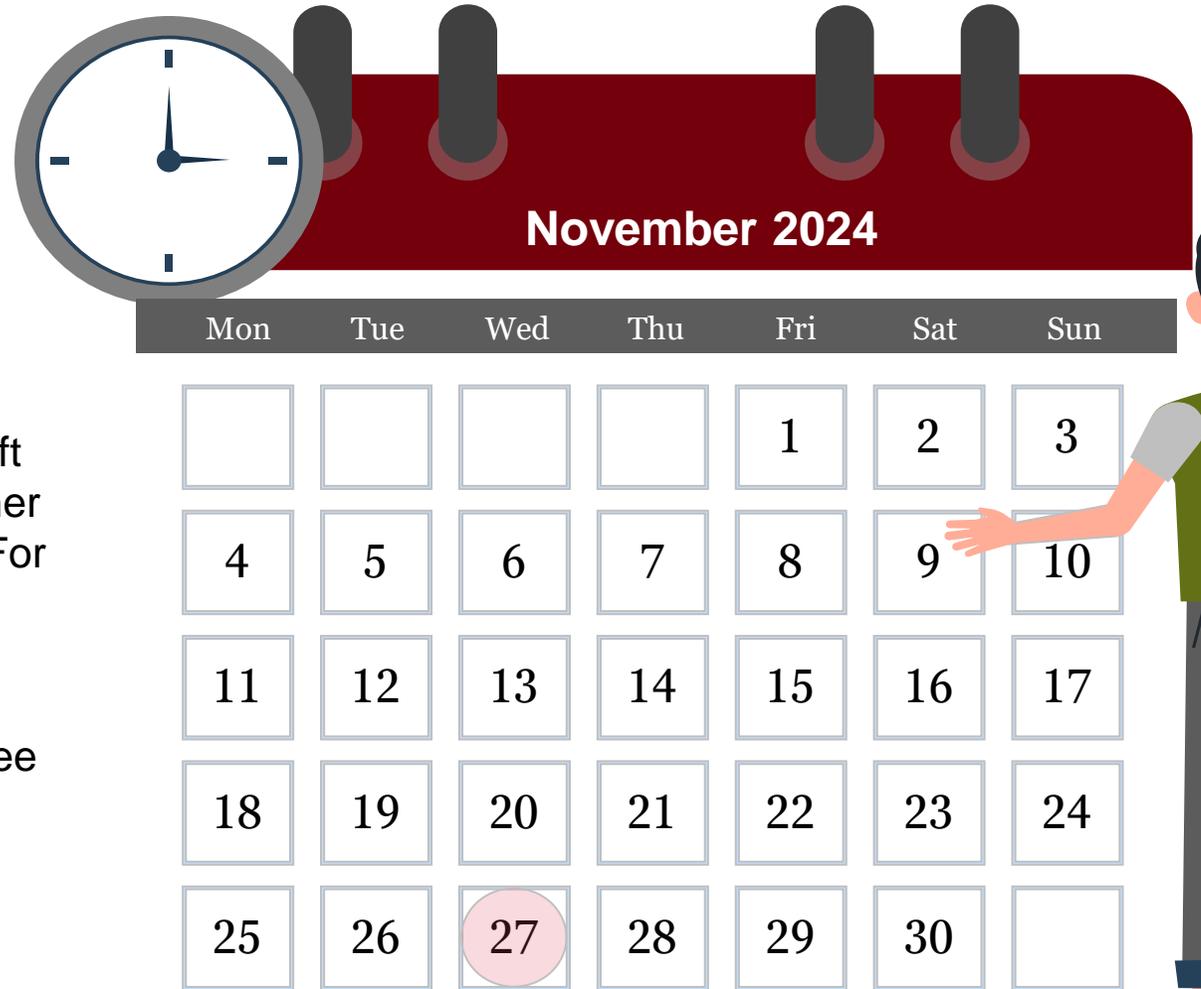


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Year End Taxable Fringe Benefit Files

Important Reminders:

- ❖ Please send all Taxable Fringe Benefit files to Payroll@mailbox.sc.edu by November 27th, 2024.
- ❖ These would include tuition assistance over \$5250, gift cards, cell phones, taxable moving expenses, and other taxable non-cash items given to employees in 2024. For a comprehensive list, see the [IRS Publication 15-B/ Employer's Tax Guide to Fringe Benefits](#).
- ❖ The Taxable Fringe Benefit files must include Employee Name, EMPL ID, EMPL Record, Department, Dollar Amount, and Item Description.
- ❖ The University is required to record anything the IRS deems of cash value to employees and not exempted by IRS to exclude from income.



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Other Year End Reminders

- ❖ W-2s and 1042-S forms will be available to employees by January 31, 2025.
- ❖ Active employees can access their W-2s electronically. Once you submit your consent forms, they will stay in effect until you fill out a Withdrawal of Consent Form in PeopleSoft HCM. This means your initial consent will apply for future years unless you decide to change it or if your employment ends.
- ❖ Inactive employees will receive their W-2 forms by mail, and 1042-S forms will also be sent via mail.
- ❖ It is important for employees to keep their addresses up to date. To update addresses, visit the Personal Details page in PeopleSoft HCM and click on the Addresses tile, or contact HR for assistance.
- ❖ Exempt W4's must be turned in each calendar year after Jan 1 but before the Feb 15th.



New 2025 Pay Calendars



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2025 Current/Lag Pay Schedule

Payroll Period	Checks Distributed	Current End Date	Lag & Hourly End Date	Actions due to HR	Actions due from HR to Payroll
January 15, 2025	1/15/2025	1/15/2025	12/31/2024	Refer to HR website	1/7/2025, 5 p.m.
January 31, 2025	1/31/2025	1/31/2025	1/15/2025	Refer to HR website	1/23/2025, 5 p.m.
February 15, 2025	2/14/2025	2/15/2025	1/31/2025	Refer to HR website	2/6/2025, 5 p.m.
February 28, 2025	2/28/2025	2/28/2025	2/15/2025	Refer to HR website	2/20/2025, 5 p.m.
March 15, 2025	3/14/2025	3/15/2025	2/28/2025	Refer to HR website	3/6/2025, 5 p.m.
March 31, 2025	3/31/2025	3/31/2025	3/15/2025	Refer to HR website	3/21/2025, 5 p.m.
April 15, 2025	4/15/2025	4/15/2025	3/31/2025	Refer to HR website	4/7/2025, 5 p.m.

Processing Dates

Departments must adhere to the established HR deadlines for payroll to be processed timely. Human Resources receives all pay related actions for approval and processes transactions accordingly. All approved HR transactions must be completed prior to the deadlines in the Payroll processing schedule.



2025 Hourly/Overtime Pay Schedule

Pay Day	Beginning Date	Ending Date	Approved timesheet submissions due *5pm each day
January 15	12/16/2024	12/31/2024	January 7
January 31	1/1/2025	1/15/2025	January 23
February 14	1/16/2025	1/31/2025	February 6
February 28	2/1/2025	2/15/2025	February 20
March 14	2/16/2025	2/28/2025	March 6
March 31	3/1/2025	3/15/2025	March 21
April 15	3/16/2025	3/31/2025	April 7
April 30	4/1/2025	4/15/2025	April 22
May 15	4/16/2025	4/30/2025	May 7
May 30	5/1/2025	5/15/2025	May 21
June 13	5/16/2025	5/31/2025	June 5

Pay Dates

The University processes lag payrolls and current payrolls on a semi-monthly basis in accordance with your pay group schedule. See the [Payroll Toolbox](#) for additional information. Please contact HR if you need further information regarding your assigned pay group.



Resources and Contacts



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Payroll Department



MONEY MATTERS

In cooperation with Human Resources and University departments, we fulfill the obligation of paying all University of South Carolina employees accurately and timely.

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Office Contacts

We are responsible for preparing payrolls for the University of South Carolina in accordance with university policies and federal/state rules and regulations.

New Payroll Department Communication Hours and Contact Information

In our ongoing effort to enhance support and service, the Payroll Department is updating our communication and interaction approach. Starting Monday, August 26th, 2024, the department will be available for in-person visits on Wednesdays from 9 a.m. to 2 p.m. For assistance on other workdays, please reach out via email at payroll@mailbox.sc.edu or call us at 803-777-4227.

These changes are designed to ensure that both employees and payroll personnel are well-prepared for discussions, leading to more effective and efficient resolutions. This adjustment will also ensure that the right individuals are available to assist with your needs.

Clear communication remains a priority, and our team is here to support you. If you wish to schedule an appointment, please email us at payroll@mailbox.sc.edu. Our employee liaison team will respond within 24 hours to assist with your questions and arrange a meeting if necessary.

**PEOPLESOFT HCM
Login to the HCM
PeopleSoft System**

To log in, use your Network Username and password. This requires two-factor authentication (DUO).

The HCM PeopleSoft system replaces ITAMS.

[PeopleSoft HCM »](#)

Contact Payroll

Phone: 803-777-4227

Fax: 803-777-8080

1600 Hampton Street, 7th floor
University of South Carolina
Columbia, South Carolina 29208

payroll@mailbox.sc.edu

Where to Find Resources Referenced in this Presentation

Resources referenced in this presentation can be found on our [Payroll](#) website.



Questions



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Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu



THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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