

University of Houston Clear Lake

SOP – Payroll Reallocation/Payroll Suspense

- Three payroll batches are sent to USAS a month (if biweekly payroll falls 3 times a month then additional payroll batch is sent.) One monthly payroll batch for exempt employees (Monthly) and two or three payroll batches for non-exempt employees (Bi-weekly)
- Type 6 batches in USAS are for payroll reallocation on state funds
- Any changes to an employee paycheck with local and/or state funding results in creating a payroll batch correction or reprocess. This is a feature of PS to ensure integrity of the payroll transaction even though there is no impact to the state funded portion of the paycheck.

Payroll Reallocations

Department's Responsibility

A journal entry may not be used for payroll reallocations and adjustments. The Payroll Reallocation process must be used for those transactions.

- Individual departments initiates and prints the payroll Reallocations.
 - Navigation for Payroll reallocation forms:
 - Main Menu/UHS HRMS HR/Forms/RAF – Reallocation Form (Create Reallocation)
 - Main Menu/UHS HRMS HR/Forms/RAF – Reallocation Form Print (Print Reallocation)
 - Payroll reallocation form is to be duly signed by:
 - Supervisor
 - Senior Business Coordinator (not a space provided for this signature, sign on the same page with other signatures)
 - Department Head
 - Office of Sponsored Programs (if it involves ledger 5 funds)
 - Associate Vice-President of Finance
 - Payroll Reallocation forms need to be sent to General Accounting via interoffice mail since it contains sensitive data. General Accounting, ATTN Senior Accountant, NOA 2, Mailbox 104.
 - Questions regarding payroll reallocations should be directed to General Accounting at 281-283-2050 or GeneralAcctg@uhcl.edu.

General Accounting's Responsibility

- GA senior accountants has access to HR and Campus Solution access to process the payroll reallocation
- Some information of the hard copy payroll reallocation form
 - Forms have a Debit section (located on the right hand side of the form) and a Credit section (located on left hand side of the form).
 - Gross Labor dollar reallocate amount in the middle column of the form is the amount that needs to be reallocated. Enter amount of reallocations here.