Payroll

Payroll is an essential function of the university and, at over one billion dollars per year, is the university’s single largest expenditure category. Good controls are critical to ensure that salary payments are accurate, timely, approved and properly accounted for. Although there are some automated controls built into myUFL, payroll still relies on key people skills and departmental payroll staff to ensure the appropriate expenditure of funds.

Departmental staff are key to assuring that terminations are input timely. When input late, a termination may cause an overpayment. Departments are then responsible for seeking reimbursement of overpayments made to employees.

Reviewing the preliminary payroll list offers an opportunity to correct problems with departmental payroll before the final payroll run is processed. The final payroll list report must also be reviewed by someone knowledgeable of employee work schedules to ensure all employees are paid properly. Departmental staff should be especially mindful of any employees reporting more than 80 hours during any one pay period, especially exempt class employees who are not eligible for compensation of more than 40 hours per week.

Frequently used information can be found at http://fa.ufl.edu/payroll/.
Top Ten Good Management Practices

1. Read all requests to spend university money before you sign off on them (check requests, travel expense vouchers, payroll, etc.) Never approve a document unless you have reviewed at least the most important information on that document. Satisfy yourself that it is a wise use of funds.

2. Develop written procedures for critical operations. These serve as a resource for current employees and a good training tool for new employees.

3. Develop measurable, annual departmental goals based on your department’s mission and strategic goals. Create an action plan to achieve goals and communicate it to all employees.

4. Make sure each transaction has two people involved; one initiator and one approver. Separate those two duties to reduce the possibility of errors or inappropriate transactions.

5. Print departmental reports from myUFL>Enterprise Reporting once a month. Scan for unusual transactions. Investigate anything that doesn’t look right.

6. Deposit all cash and checks received daily with the university cashier. If something has to stay in the office overnight, lock it up.

7. Don’t be satisfied with “the way we’ve always done things.” Review your processes on a continuous basis for inefficiency and duplication of effort.

8. Use Purchasing’s “Helpful Purchasing Tips” on their web site at http://www.purchasing.ufl.edu/main_hints.asp for useful information regarding purchasing.

9. Maintain good supporting documentation for all purchases. Ask yourself, “what would an auditor want to see?”

10. Make sure faculty and staff final paylists are reviewed and signed off by a supervisor or someone who is familiar with the employee’s work hours.

Internal Control Training Offered through e-Learning

PRO 303 Internal Controls at UF is part of the series to develop expertise in fiscal management and is a course designed to help university administrative staff understand internal control concepts and learn how to apply them to their everyday business processes.

Effective in November 2009, Internal Control training is being offered on-line. You may still register to attend in the classroom setting or you may prefer to take the class at your computer.

Register through (http://www.hr.ufl.edu/training/e_learning/)