

SANTA FE

NEW PAYROLL CERTIFIER PROCESS

Overview 04/2010

On-Line Certifier Overview

1. Preparers prepare all certifiers
 - * Enter all hours worked and leave usage for employees
 - * Submit for final preparation
2. Signature Authority certifies all certifiers
 - * Ensure all certifiers are prepared
 - * Review all certifiers for accuracy
 - * Certify all certifiers for submission to Payroll
3. Payroll receives all certifiers and processes for employees to be paid

A Certifier is a summary of time worked and leave taken during a pay period

Let's Get Started

- ▣ Log in to eStaff
- ▣ Go to “My Accounts” (located on the left hand side)
- ▣ Click on the link “Certifiers” (this will allow you to access all of the certifiers you are responsible for either as Preparer or Signature Authority)

We are ready to begin!!!

Salary Certifier

This is your Salary Certifier where keying will begin.

- This screen will list the Primary and Secondary Signature Authorities as well as you the Preparer
- Time Calculator to assist in determining decimal value of hours/minutes
- List of all employees on this certifier with appointments and distribution information

To begin "Select" the employee you wish to key.

Salary Certifier
007004273 Mary Poppins

[Back](#)

Pay Date: 04/30/2010	Certification Period: 04/01/2010 - 04/15/2010
	Dept Deadline Date: 04/21/2010
	Primary: 041001201 - Johnny Appleseed
	Secondary: 039001208 - Davey Crockett
	Preparer: 007004273 - Mary Poppins

Time Calculator

Hours: Minutes: [Calculate](#)

[Update Page](#) [Submit for Final Preparation](#)

Salary - Certifier: 15303011 CALL CENTER Certified by:												
Employee	Distributions			HoursWorked					Hours Taken			* = exceeds leave balance
	Dept	Appointment	Pct	REGULAR	OVERTIME		COMPENSATORY		SICK	VAC	MISC	
					at 1.5	STRAIGHT	at 1.5	STRAIGHT				
Daisy Duck	010006665											
	15303011	9999-9999 D1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				Select
Minnie Mouse	001002814											
	15303011	9999-9999 D1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				Select
Cinderella	013005201											
	15303011	2009-2010 A1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				Select

Employee Certification

This page contains the leave balances for the employee and is also where you would enter their hours worked and leave taken:

Employee Certification

Eligible for Sick- Eligible for Vacation Position - 3FB25

007004273 Mary Poppins
[Back](#)

Pay Date: 04/30/2010 Certification Period: 04/01/2010 - 04/15/2010 Dept Deadline Date: 04/21/2010

Salary - Certifier: 15303011 CALL CENTER

010006665 Daisy Duck		AVAILABLE	PENDING	BALANCE
Dept: 15303011 CALL CENTER	VACATION	322.60		322.60
Appointment: 9999-9999 D1	SICK	234.60		234.60
Percent: 100.00	PERSONAL	32.00		32.00
	POOL			
	COMP			
	OTHER			
	UNPAID			

Time Calculator
Hours: Minutes: [Calculate](#)

Hours Worked

REGULAR	OVERTIME		COMPENSATORY	
	at 1.5	STRAIGHT	at 1.5	STRAIGHT
<input type="text"/>				

[Update](#)

Leave Hours Taken

TYPE	HOURS	COMMENTS
01 - SICK <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

Entering Hours Worked

HOURS WORKED CAN BE KEYED FROM THIS SCREEN:

OR, THIS SCREEN:

Salary Certifier
007004273 Mary Poppins

Pay Date: 04/30/2010	Certification Period: 04/01/2010 - 04/15/2010
Dept Deadline Date: 04/21/2010	
Primary: 041001201 - Johnny Appleseed	
Secondary: 039001208 - Davey Crockett	
Preparer: 007004273 - Mary Poppins	

Time Calculator

Hours: Minutes:

Salary - Certifier: 15303011 CALL CENTER Certified by:												
Employee	Dept	Appointment	Pct	HoursWorked				Hours Taken			* = exceeds leave balance	
				REGULAR	OVERTIME		COMPENSATORY		SICK	VAC		MISC
					at 1.5	STRAIGHT	at 1.5	STRAIGHT				
Daisy Duck	15303011	9999-9999 D1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="button" value="Select"/>
Minnie Mouse	15303011	9999-9999 D1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="button" value="Select"/>

Employee Certification

Eligible for Sick- Eligible for Vacation Position - 3FB25

007004273 Mary Poppins

Pay Date: 04/30/2010 Certification Period: 04/01/2010 - 04/15/2010 Dept Deadline Date: 04/21/2010

Salary - Certifier: 15303011 CALL CENTER

010006665 Daisy Duck		AVAILABLE	PENDING	BALANCE
Dept: 15303011 CALL CENTER	VACATION	322.60	322.60	
Appointment: 9999-9999 D1	SICK	234.60	234.60	
Percent: 100.00	PERSONAL	32.00	32.00	
	POOL			
	COMP			
	OTHER			
	UNPAID			

Time Calculator

Hours: Minutes:

Hours Worked

REGULAR	OVERTIME		COMPENSATORY		<input type="button" value="Update"/>
	at 1.5	STRAIGHT	at 1.5	STRAIGHT	
<input type="text"/>	<input type="button" value="Update"/>				

Leave Hours Taken

TYPE	HOURS	COMMENTS	<input type="button" value="Add"/>
01 - SICK	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Entering Leave Taken

- Choose leave type by selecting from the drop down box.
- Enter the number of hours used for that type of leave
- Fill in comments (optional)
- Click on "Add"
- If changes are needed you can either "Update" the leave hours or "Delete" the leave type.
- A message will appear indicating "Leave Added Successfully"

You can enter as many leave types as you need.

Note that each time you use a leave code it disappears from the drop down list. Leave codes can only be used once and consist of a total number of hours for that type of leave in the pay period.

Employee Certification

Leave added successfully

 007004273 Mary Poppins

Pay Date: 04/30/2010 Certification Period: 04/01/2010 - 04/15/2010 Dept Deadline Date: 04/21/2010

Salary - Certifier: 15303011 CALL CENTER

010006665 Daisy Duck		AVAILABLE	PENDING	BALANCE	
Dept: 15303011 CALL CENTER	VACATION	322.60		322.60	
Appointment: 9999-9999 D1	SICK	234.60	40.00	194.60	
02 - VACATION	PERSONAL	32.00		32.00	
03 - FAMILY MEDICAL	POOL				
04 - MILITARY	COMP				
05 - SABBATICAL	OTHER				
06 - CONSULTING	UNPAID				
07 - LOD					
08 - LEAVE OF ABSENC					
09 - PROFESSIONAL					
10 - PERSONAL					
11 - JURY DUTY					
12 - COMP TIME USED	COMPENSATORY				
13 - SUSPENSION	STRAIGHT	at 1.5	STRAIGHT		
14 - LV SICK LEAVE P					
15 - CT SICK LEAVE P					
31 - FMLA - SICK LEA					
32 - FMLA - VACATION					
33 - FMLA - UNPAID L					
71 - WORKERS COMP. -					
72 - WORKERS COMP. -					

Time Calculator

Hours: Minutes:

	HOURS	COMMENTS	
02 - VACATION	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
01 - SICK	40.0	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Exceeding Leave Balances

What happens when an employee exceeds their leave balances?

If an employee exceeds their available leave balances, the system will allow you to key the total hours used and the employee will be **unpaid** for the number of hours in which they have exceeded.

This employee had only 39.8 hrs of sick leave and has used 40 hours, they will be in unpaid status for .2 hours

Employee Certification

Leave added successfully

 055001137 Mary Poppins

Pay Date: 04/30/2010 Certification Period: 04/01/2010 - 04/15/2010 Dept Deadline Date: 04/21/2010

Salary - Certifier: 16320001 HUMAN RESOURCES

0350-1248 Daffy Duck		AVAILABLE	PENDING	BALANCE	
Dept: 16320001 HUMAN RESOURCES		VACATION	116.40	116.40	
Appointment: 9999-9999 D1		SICK	39.80	40.00	*.20 - Exceeded Hours
Percent: 100.00		PERSONAL	14.30	14.30	
		POOL			
		COMP			
		OTHER			
		UNPAID		.20	

Time Calculator

Hours: Minutes:

Hours Worked

	OVERTIME		COMPENSATORY		
	at 1.5	STRAIGHT	at 1.5	STRAIGHT	
REGULAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>

Leave Hours Taken

TYPE	HOURS	COMMENTS	
02 - VACATION	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
01 - SICK	40.0	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Exceeding Personal Leave

However, when an employee attempts to use more than the allowed 32.0 hours of Personal Leave, the system will not allow you to add the leave used. You will receive the following notice on the top of the page.

“Personnel Hours Exceeded...Add bypassed”

Employee Certification

Personnel Hours Exceeded...Add bypassed

055001137

Pay Date: 04/30/2010 Certification Period: 04/01/2010 - 04/15/2010 Dept Deadline Date: 04/21/2010

Salary - Certifier: 16320001 HUMAN RESOURCES

	AVAILABLE	PENDING	BALANCE
Dept: 16320001 HUMAN RESOURCES	VACATION	374.00	374.00
Appointment: 9999-9999 E1	SICK	393.00	393.00
Percent: 100.00	PERSONAL	24.00	24.00
	POOL		
	COMP		
	OTHER		
	UNPAID		

Time Calculator

Hours: Minutes:

Hours Worked

	OVERTIME		COMPENSATORY	
	at 1.5	STRAIGHT	at 1.5	STRAIGHT
REGULAR				

Leave Hours Taken

TYPE	HOURS	COMMENTS
10 - PERSONAL	32.0	

Hourly Certifier

Hourly Certifier
055001137 Mary Poppins

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Pay Date:	04/30/2010	Certification Period:	04/01/2010 - 04/15/2010
		Dept Deadline Date:	04/21/2010
		Primary:	023004441 - Johnny Appleseed
		Secondary:	028003464 - Davey Crockett
		Preparer:	055001137 - Mary Poppins

Time Calculator		
Hours:	<input type="text"/>	Minutes: <input type="text"/>
		Calculate

[Update Page](#)

[Submit for Final Preparation](#)

Hourly Certifier: 16320001 HUMAN RESOURCES Approver:										
Employee	Distributions					Hours Worked				
	Dept	Appointment	COURSE or REASSIGNMENT	Pct	Hourly Rate	OVERTIME		COMPENSATORY		
						REGULAR	at 1.5	STRAIGHT	at 1.5	STRAIGHT
Daffy Duck	062002605									
	16320001	2009-2010 J2		100.00	7.25	<input type="text"/>				
Tinker Bell	023008589									
	16320001	2009-2010 J3		100.00	7.25	<input type="text"/>				
Snow White	002007160									
	16320001	2009-2010 J3		100.00	7.25	<input type="text"/>				
Certifier Totals Distributions:3										

[Update Page](#)

[Submit for Final Preparation](#)

★ Key in hours worked for each employee on the appropriate appointment using the one decimal place formula.

★ When all hours have been keyed click on “Update Page” and then “Submit for final Approval”

Note: When more than one page be sure to update each page after entering all hours. After all pages have been keyed Submit for Final Preparation.

Entering Hours Worked

How do I enter the hours worked?

The hours worked are simply keyed into the open box for that employee.

Hourly Certifier
055001137 Mary Poppins

Pay Date:	04/30/2010	Certification Period:	04/01/2010 - 04/15/2010
		Dept Deadline Date:	04/21/2010
		Primary:	023004441 - Johnny Appleseed
		Secondary:	028003464 - Davey Crockett
		Preparer:	055001137 - Mary Poppins

Time Calculator

Hours: Minutes:

Hourly Certifier: 16320001 HUMAN RESOURCES		Approver:								
Employee	Distributions				Hours Worked					
	Dept	Appointment	COURSE or REASSIGNMENT	Pct	Hourly Rate	OVERTIME		COMPENSATORY		
						REGULAR	at 1.5	STRAIGHT	at 1.5	STRAIGHT
Tinker Bell 062002605										
	16320001	2009-2010 J2		100.00	7.25	5.0				
Peter Pan 023008589										
	16320001	2009-2010 J3		100.00	7.25	20.1				
Snow White 002007160										
	16320001	2009-2010 J3		100.00	7.25					
Certifier Totals						Distributions:3	25.10			

Multiple Distributions

Note: The distributions for an employee teaching more than one course will be connected to a course. On the certifier, you will certify hours worked teaching a course against that appointment number.

If a course number does not appear on that certifier, appropriate changes will have to be made to that employee's load sheet.

Hourly Certifier
008006620 Tinker Bell

[Back](#)

Pay Date: 04/30/2010	Certification Period: 04/01/2010 - 04/15/2010
	Dept Deadline Date: 04/21/2010
	Primary: 029002863 - 056004506 -
	Secondary: 056001580 -
	Preparer: 008006620 -

Time Calculator

Hours: Minutes: [Calculate](#)

[Update Page](#) [Submit for Final Preparation](#)
[Prev](#) [Next](#)

Hourly Certifier: 11270204 CJ BASIC RECRUIT Approver:										
Employee	Distributions					Hours Worked				
	Dept	Appointment	COURSE or REASSIGNMENT	Pct	Hourly Rate	REGULAR	OVERTIME		COMPENSATORY	
							at 1.5	STRAIGHT	at 1.5	STRAIGHT
Mary Poppins	. 043006387									
	11270204	2009-2010 N22	CJK0051.001	100.00	24.80	<input type="text"/>				
Evyore	020001440									
	11270204	2009-2010 N5	CJK0071.001	100.00	24.80	<input type="text"/>				
	11270204	2009-2010 N6	CJK0076.002	100.00	24.80	<input type="text"/>				
Ariel	. 044003366									
	11270204	2009-2010 N2	CJK0051.001	100.00	24.80	<input type="text"/>				
	11270204	2009-2010 N3	CJD0753.001	100.00	24.80	<input type="text"/>				

Completing the Preparer Process

Each time after you have entered hours worked and leave for an employee, click the “Back” button at the top of the page. This will return you to the main certifier. Once all employees have been keyed, you are ready to submit your completed certifier to the Signature Authority for their approval.

Submit for Final Preparation

Hourly Certifier
055001137 Mary Poppins

[Back](#)

Pay Date: 04/30/2010	Certification Period: 04/01/2010 - 04/15/2010
	Dept Deadline Date: 04/21/2010
	Primary: 023004441 - Johnny Appleseed
	Secondary: 028003464 - Davey Crockett
	Preparer: 055001137 - Mary Poppins

Time Calculator		
Hours:	<input type="text"/>	Minutes: <input type="text"/>
		<input type="button" value="Calculate"/>

[Update Page](#)

[Submit for Final Preparation](#)

Hourly Certifier: 16320001 HUMAN RESOURCES						Approver:			
Employee	Dept	Appointment	COURSE or REASSIGNMENT	Pct	Hourly Rate	Hours Worked			
						REGULAR	OVERTIME		COMPENSATORY
						at 1.5	STRAIGHT	at 1.5	STRAIGHT
Tinker Bell		062002605							
	16320001	2009-2010 J2		100.00	7.25	5.0			
Peter Pan		023008589							
	16320001	2009-2010 J3		100.00	7.25				
Snow White		002007160							
	16320001	2009-2010 J3		100.00	7.25				
Certifier Totals						Distributions:3			

[Update Page](#)

[Submit for Final Preparation](#)

Making Changes

A change can be any of the following:

- ❖ changing hours worked
- ❖ changing leave hours used
- or;
- ❖ adding an appointment after the certifiers have been created

Any of the above changes performed prior to the department deadline **will cause a certifier to be uncertified/unapproved**. This will require that additional action be taken at the department level. Then it will be necessary for the Signature Authority to recertify.

Salary Certifier

Department Certified on 04/14/2010

014005740 Mary Poppins

Pay Date:	04/30/2010	Certification Period:	04/01/2010 - 04/15/2010
		Dept Deadline Date:	04/21/2010
		Primary:	023003025 - Johnny Appleseed
		Secondary:	001001450 - Davey Crockett
		Preparer:	014005740 - Mary Poppins

Time Calculator

Hours: Minutes:

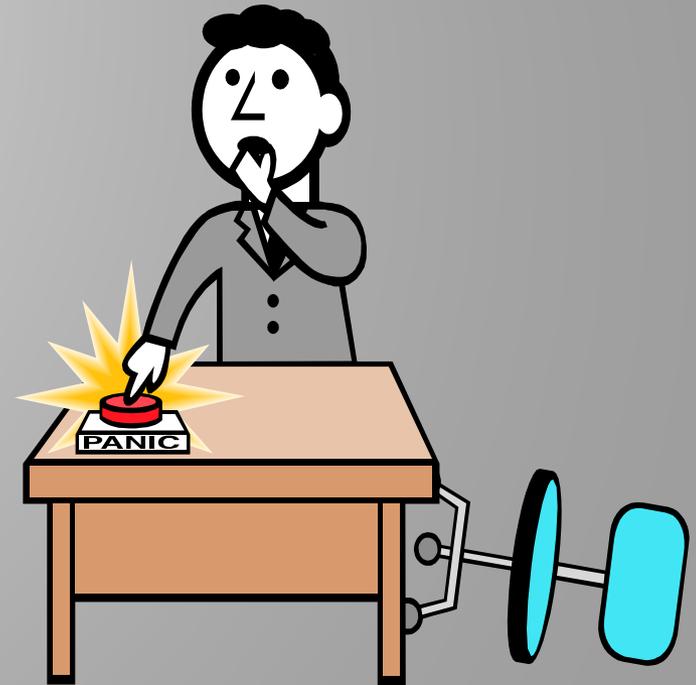
Salary - Certifier: 16220001 OFFICE FOR FINANCE				Certified by: 023003025 Johnny Appleseed				04/14/2010					
Employee	Distributions			HoursWorked				Hours Taken			* = exceeds leave balance		
	Dept	Appointment	Pct	REGULAR	OVERTIME		COMPENSATORY		SICK	VAC		MISC	
					at 1.5	STRAIGHT	at 1.5	STRAIGHT					
Tinker Bell	039004780												
	16220001	9999-9999 E1	100.00										<input type="button" value="Select"/>
Cinderella	010007194												
	16220001	9999-9999 D1	100.00		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="button" value="Select"/>
		Unapproved											



All Certifiers are Complete and Submitted to Payroll

Once all certifiers have been prepared and certified by the appropriate Signature Authority they are then ready for Payroll to process for pay.

Payroll will be responsible for keying the pay vouchers for all substitute instructors and processing the part-time faculty absence reports (docks). Once complete, Payroll will ensure that all certifiers have been prepared and approved prior to processing payroll.





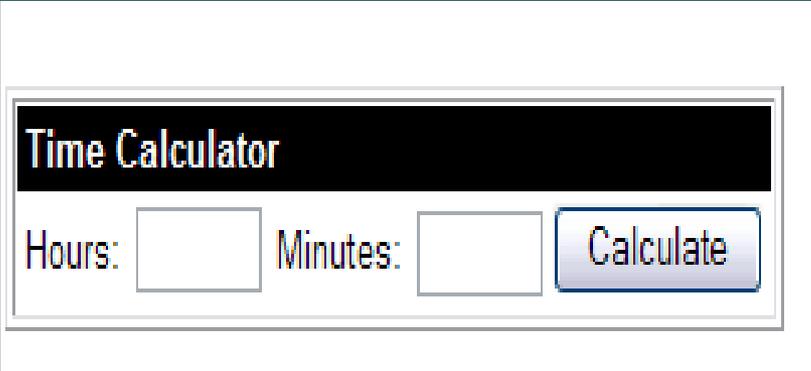
Helpful Tools



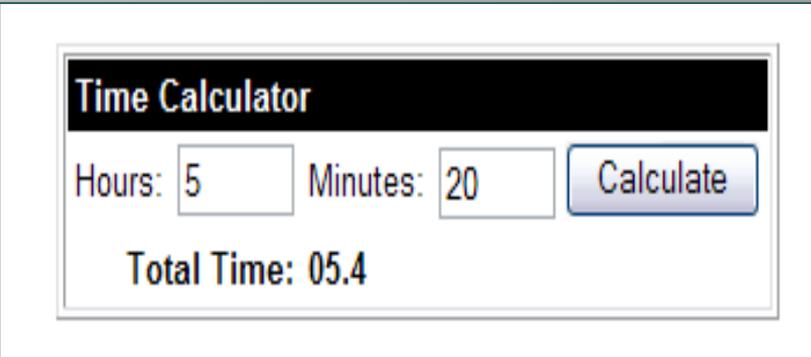
Time Calculator

This is a great tool that can be used to assist the preparers and signature authorities in converting hours and minutes to accommodate our one decimal system

Simply enter the hours and actual minutes worked and click Calculate



The screenshot shows a window titled "Time Calculator" with a black header. Below the header, there are two input fields: "Hours:" followed by an empty text box, and "Minutes:" followed by an empty text box. To the right of these fields is a blue button with the text "Calculate".



The screenshot shows the same "Time Calculator" window. The "Hours:" field now contains the number "5" and the "Minutes:" field contains the number "20". The "Calculate" button is still present. Below the input fields, the text "Total Time: 05.4" is displayed.

Documents and Information Still Need in Payroll

Payroll will still need the following documents submitted each pay period for processing:

- * Part-Time Faculty Absence Report (Dock)

- * Pay Voucher for Substitute Instructors

(These documents will still require all attachments necessary for processing, which includes leave forms and travel information)

Who Do I Call for Help?

If you need assistance at anytime in the preparation and submission of certifiers, please feel free to contact Payroll at anytime.

Chris Stenftenagel, Payroll Manager	Ext. 5218
Ramona Mount, Payroll Support Specialist	Ext. 5927
Sally Bina, Payroll Assistant	Ext. 5212
Vickie Blount, Accounting Clerk	Ext. 5221





Special thanks goes out to the following groups and individuals who have been very instrumental in the implementation of this new system:

The HR/Payroll rewrite committee

Sue Muggeo for creating and writing this new program

IT Staff for their assistance in creating and writing the program

Sally Bina and Vickie Blount for testing the system through Payroll

All Preparers and Signature Authorities who participated in testing

Ramona Mount for creating the training module & Power Point presentation