PPP Payroll Entry and Reconciliation
Policy and Procedure
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PPP Payroll Entry and Reconciliation

Policy and Procedure

**Policy:** All PPP revenues generated by Faculty must be remitted to OUCN, reviewed and reissued as a payroll supplement.

**Purpose:** The PPP Payroll Entry and Reconciliation policy and procedure are intended:

- To ensure PPP revenues are validly entered as revenue for OUCN
- To ensure that Faculty receive back as a payroll supplement the revenue generated.

**Scope:** Faculty, Finance
PPP Payroll Entry and Reconciliation Procedure

1. Each month, Faculty members are required to remit to the college a portion of any additional wages earned while the employee is under contract with OUCN.
2. The respective PPP entries are recorded by Finance and a monthly report is generated showing the amounts of the deposits that need to be paid back to the faculty member as if the money was paid directly to OUCN. This report is used as the justification for payments made to the faculty members when PPP payroll entry is available.
3. When PPP payroll entry is available, log into PeopleSoft Human Capital.
4. Navigate to the PPP entry screen by going to OUHSC Menu Items→OUHSC Payroll→OU Departmental Payroll→PPP Supplements.
5. Search for the employee that is listed on the report.
6. Once selected, click the “OK TO PAY” checkbox and enter the amount of the PPP supplement.
7. Once all entries have been made, you can run the PPP entry report for the payroll period by going to OUHSC Menu Items→OUHSC Payroll→OU Departmental Payroll→OU Departmental Reports→PPP Supplemental Report→Click Search on Find an Existing Value. You will then need to search for the PPP pay cycle that you are currently in. CON026 is the only departmental org you need to run.
8. Once you have reconciled the amounts on the report to your spreadsheet, it needs to be reviewed and approved by the designated person in Finance that handles payroll approval.
9. Retain the copy of the PPP entry report until Central Payroll has confirmed that it has been processed and the chartfield register for that period can be run.
10. Reconcile the amounts on the finalized report to the entry report and note any discrepancies.

Revision History

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<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joe Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
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<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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