SPC Payroll Entry and Reconciliation
Policy and Procedure
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SPC Payroll Entry and Reconciliation Policy and Procedure

**Policy:** SPC payroll entry and reconciliation must occur monthly.

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

- Ensure monthly entry of SPC payroll
- Ensure Accuracy of the SPC payroll entries
- Ensure a monthly review of SPC entries made

**Scope:** Payroll
SPC Payroll Entry and Reconciliation Procedure

The OUCN has employees that are hired as temp contractual or temp instructors which can only be paid on the SPC (Special Pay Cycle). The majority of these personnel are temporary instructors and their pay amounts are located on a spreadsheet maintained by HR and Finance jointly. From this spreadsheet, a temporary worker and special pay request form found on the main OUHSC Payroll website is completed.

1. When SPC payroll entry is available, log into PeopleSoft Human Capital.
2. Navigate to the SPC entry screen by going to OUHSC Menu Items→OUHSC Payroll→OU Departmental Payroll→Temporary Pay Entry.
3. Search for the employee that is listed on the pay request form.
4. Once selected, choose the correct chartfield and enter in the amount to be paid.
5. Once all entries have been made, run the SPC entry report for the payroll period by going to OUHSC Menu Items→OUHSC Payroll→OU Departmental Payroll→OU Departmental Reports→OUHSC Temp Pay Report→Click Search on Find an Existing Value. You will need to run the report for all departmental organizations and search for the current cycle.
6. Once the amounts on the report have been reconciled to the spreadsheet, it needs to be reviewed and approved by the designated person in Finance that handles payroll approval.
7. Retain the copy of the SPC entry report until Central Payroll has confirmed that it has been processed and run the chartfield register for that period.
8. Reconcile the amounts on the finalized report to the entry report and note any discrepancies.

Revision History

<table>
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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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<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joseph Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<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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