OFFICE OF THE COMPTROLLER
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MASSACHUSETTS 02108
(617) 727-5000
MACOMPTROLLER.ORG

Enterprise Management and Performance in Administrative Computing (E*MPAC) Policy

Effective: July 1, 2004
Last Updated: November 1, 2006

Executive Summary

Enterprise Management and Performance in Administrative Computing (E*MPAC) is a central payroll system that supports all employees at the University of Massachusetts campuses. E*MPAC combines the efficiencies of a client server application to central payroll processing and assures the system conforms to state, federal and University financial and legal requirements. E*MPAC also allows for flexible implementation of decentralized campus policies that report deduction processing, dues schedules, fee schedules, and categorizations (such as affirmative action or employee types).

Considerations

This policy applies to the University of Massachusetts.

Policy

University personnel are responsible for upholding all Commonwealth Payroll Expenditure Policies. Each campus has total responsibility for collection and input of all payroll and personnel data, printing of system-generated reports, creation of ad hoc reports, downloading of data for use by local reporting systems, and maintenance of all campus tables.

Authority to operate E*MPAC has been delegated to the University of Massachusetts by the Office of the Comptroller. To ensure data integrity, it is required that both HR/CMS and E*MPAC maintain table values consistent with the Commonwealth's time and record keeping of payroll. Any changes within E*MPAC must be approved by the Office of the Comptroller and the University of Massachusetts.

Bi-weekly the University Controllers Office will manually enter PV9 at a summary level (the equivalent in Mosaic) into the statewide enterprise accounting and financial reporting system ("the system"; "Mosaic") to update their payroll data to Mosaic. This ensures compliance of the UMass systems with the state's payroll and accounting systems.

Information Sources

Legal Authority

- M.G.L. c. 7A §§ 3, 7, 8
- M.G.L. c. 75 § 10

Contacts

- CTR Solution Desk