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Payroll Processing During Emergencies Policy

Effective: March 31, 2016
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Executive Summary

This policy outlines how payroll will be processed for time entered in HR/CMS that has not been approved the department by the deadline due to weather or other emergencies.

Policy

Pursuant to M.G.L. c. 7A, as stewards of the enterprise applications for the financial operations of the Commonwealth, it is imperative that payroll Approver security and proper authorizations are maintained. Our aim is to make certain that employees are timely and accurately paid for work performed through the enterprise payroll system, HR/CMS.

Time entered by employees on Self-Service Time and Attendance (SSTA) must be validated and approved by a supervisor in order to generate pay. Therefore, depending on circumstances, such as a declared state of emergency or an extreme weather event that corresponds to key payroll processing days, backup procedures should be put in place to ensure that supervisors can approve so employees are paid on schedule.

Approvers that comply with HR/CMS policies will generally minimize employees' unpaid hours that need to be finalized on payroll Mondays. Accurate payroll processing supports internal controls, reduces unnecessary and time-consuming corrections, and reduces the risk of inaccurate payroll records and mistakes. Approvers who need to approve any final employee hours on payroll Monday may do so through Internet access. Departments should plan for potential emergencies and provide key personnel with VPN access so that core HR/Payroll staff are able to approve time remotely. When necessary, emergency procedures will be invoked by the Comptroller or, through delegation, to the Deputy Comptroller or the Assistant Comptroller for Statewide Payroll.

An authorized signatory of the department involved in an emergency should notify CTR in writing that any employee regular hours not-yet-approved by the Department should be included in an automated function to approve all unapproved regular hours for the Department employees. Department Head payroll approval authority may not be delegated to anyone outside the Department. If the emergency is extreme and also falls on payroll Monday, the Comptroller may authorize this solution for all departments. Should either of these emergency procedures not be invoked, the Department maintains the ability to issue DynaCash checks to employees for regular payroll hours not paid in the pay period. Departments may contact CTR Statewide Payroll at CTR-Statewide-Payroll@mass.gov, by 3:00pm on the Monday before payroll to request approval of all, some or none of their employees. If no contact is made, the decision of invoking emergency provisions will be the sole discretion of the Comptroller, with consideration of the magnitude of the outage. Requests should be copied to the Employee Service Center if you use their services.

When the emergency has ended, departments must reconcile their payrolls and initiate all necessary payroll and time accounting adjustments that are required.

Contact

- CTR Solution Desk