

PAYROLL WALKTHRU

The Finance & Operations Manager receives through Paycom any new employee information from Human Resources. This information includes the pay rate, W-4, direct deposit, etc. The new employee is set up in the Paycom system by HR and the Finance and Operations Manager reviews it for accuracy. Only the Finance & Operations Manager, Chief of Finance & Operations, and Human Resources have access for administration of the Paycom system and it requires a unique password for each.

OCCC processes payroll in a timely manner to be ready for payday on the 5th of each month. The Finance & Operations Manager reviews the supervisor-approved timesheets in Paycom, imports the part-time faculty hours from Human Resources and then creates a payroll batch to be transmitted. Once the batch is ready for transmission, the payroll register is generated and reviewed against all source documents to ensure the accuracy of the batch.

The payroll file is transmitted to Paycom for processing. Paycom then delivers any paper paychecks back to OCCC. With a few exceptions, paychecks are delivered via direct deposit. The payroll reports that are available through Paycom are reviewed for agreement with the initial payroll register then an export file is retrieved from Paycom. The .csv file is then imported into the general ledger.

Employee's regular, over-time, vacation, sick, and holiday hours are calculated by the Paycom system using calculation templates that have been set up. The Finance and Operations Manager regularly spot checks employees to make sure the templates are working correctly.

The Finance & Operations Manager balances the general ledger payroll accounts to the Paycom payroll reports. The reconciliation is reviewed by the Chief of Finance & Operations. HR reviews the payroll reports on a quarterly basis to ensure that there are no fictitious employees listed.