CSS HR/APS Payroll Processing

1. Complete CSS HR/APS Timesheet Submission and Collection Process
2. Review and correct automated reports from Kronos and Universe timekeeping systems
3. Review, foot and input By Agreement, special payment and paper timesheet amounts into OPTRS/PPS
4. Audit, close and process TMS timesheets
5. Process comp time report from TMS and enter into OPTRS/PPS
6. Process Leave Without Pay reports for Universe and OPTRS/PPS
7. Gather leave usage for Kronos system and paper timesheets and enter into OPTRS/PPS
8. Calculate overtime & pay adjustments and enter into OPTRS/PPS
9. Receive Workers Compensation report from Office of Risk Management and process deductions in OPTRS/PPS
10. Initiate overpayment recovery where necessary
11. Generate checks & direct deposit payments

NOTE: Timekeeping systems (e.g., Kronos, CalTime, Universe, TMS, paper timesheets) differ across departments, therefore steps that detail specific systems are relevant only to those departments that use those systems.

This process document is current effective 04/29/2014
If you have questions about this document please contact ptimaps@lists.berkeley.edu