

The Power of the Payroll Supervisor

Meghan Cameron – June 21, 2017

The Payroll Cycle

- Weekly payroll
 - Tuesday through Monday
- Time tickets
 - Completed by the employee
 - Signed by the supervisor
 - Scanned to finance daily for most union employees
 - Scanned weekly for management and laboratory employees
- Payroll Clerks
 - Enter any exceptions - non-productive, overtime, overtime categories and upgrades into SAP.
 - Balance all exceptions entered into SAP to the time tickets provided.
 - Receive union time cards and verify punch in/out, overtime, upgrades
 - Document any discrepancies the time cards may show

Master Data

- **Human Resources**
 - Salary
 - Insurance
 - NYS Retirement, Deferred Compensation
 - Personal Data
 - Planned Working Time
 - Workers Compensation
 - Leaves of absence

- **Payroll**
 - Banking details
 - Garnishments
 - Withholding
 - Retirement – Loan, Arrears
 - Planned working time substitutions
 - Gross pay adjustments – travel pay, paving, military
 - Net pay adjustments – red light violations
 - Final payouts – sick/vacation/personal accruals
 - Prior period adjustments

Payroll Processing

- **Auditing**
 - Review all master data changes for accuracy, dates, proper documentation
 - Review the logged changes report for the Payroll Supervisor and the Payroll Accountant
 - Simulate the payroll driver

- **Updating**
 - Update the disability and workers compensation reports
 - Process time evaluation
 - Update the payroll driver

Payroll Processing

- Review
 - Run reports to check for the following:
 - Over/under hours
 - Over/under wages
 - Upgrade accuracy
 - Zero net pay
- Changes
 - Release the driver for corrections to make any necessary changes

Payments

- **Paychecks and Direct Deposits**
 - Counted and printed by the Chief Financial Officer
 - Sent to Information Technology for sorting and sealing
 - Delivered inter-office on Thursday morning

- **Wire Transmissions**
 - Taxes
 - Federal
 - State
 - New York City
 - Social Security
 - Medicare
 - Deferred Compensation
 - Net Pay
 - Tuition Savings Plan
 - Garnishments

Special Payroll Cycles

- **Longevity**
 - Eligible Union employees
 - December
- **Vacation Buy Back**
 - Eligible Management, Union and Laboratory employees
 - December
- **Insurance Buy Back**
 - Eligible Management, Union and Laboratory employees
 - June and December of each year
- **Vehicle Payroll**
 - Specific employees using an Authority vehicle to commute to and from work
 - December
- **Final Payout**
 - Employees final check upon separation, if eligible.
 - One week following your last regular payroll

Monthly Reporting

- New York State Employee Retirement System
 - Monthly wage report
 - Statement of Accruals
 - General Estimates
- Tax Filings
 - Quarterly 941 Federal taxes
 - Quarterly NYS-45 State taxes
- Overtime Analysis
 - Overtime breakdown by category
- Payroll Budget Report
 - Monthly and Year to Date wages vs. Budget
- Baseline Payroll
 - Current positions vs. vacancies
- Employee Welfare
 - Summary of available employee accruals

Yearly Reporting

- **PARIS Report**
 - Public Authority Reporting Information System
- **KPMG Audit Reports**
 - Retirement information
 - Salaries
 - Accruals
- **W-2's**
 - Hard copy to employee
 - Electronic file to the Department of Social Security

For Your Information

- Tax Withholding Changes
 - Federal form W-4
 - New York State form IT-2104
- Direct Deposit changes or enrollment
 - Form 725
 - Voided check
- Tuition Savings Plan changes or enrollment
 - Nysaves.org
 - Update changes online and submit to payroll
- For any questions regarding your paycheck please contact
 - Meghan Cameron, Payroll Supervisor 631-218-1167
 - Laura Riegel, Payroll Accountant 631-563-0254

For your viewing pleasure

The following video contains actual footage of the payroll department in it's natural element



For your viewing pleasure

THIS HAS NOT BEEN DRAMATIZED IN ANY WAY...

Executive Producer

Director

General Utility A Person

CM Supervisor

Compliance Supervisor

Payroll Clerk

Payroll Supervisor

Accounting Assistant

Clerk

News 12 Reporter

Payroll Accountant

Chief Financial Officer

Messenger Clerk

Administrative Assistant

Accountant

Video

Special Effects

Sound Engineer

Wardrobe

Makeup Artist

Meghan Cameron

Stephanie Hannan

William Bronsveld

Stephen Vander Borgh

Bryant Figueroa

Trisha Timpe

Meghan Cameron

Elizabeth Giordani

Clara Serrano

Pat Dolan

Laura Riegel

Douglas Celiberti

George Ghossn

Melissa Schneider

Allison Buccos

Meghan Cameron & Stephanie Hannan

Melissa Schneider

Douglas Celiberti

Thomas Cameron

Trisha Timpe