

Access to Pay Statement is Changing – Payroll is Going Green!

In July of 2009, the University of Tennessee will transition to on-line pay statements. For payrolls paying in July, employees will continue to receive printed pay statements through the normal payroll distribution process, but they will also be able to view the pay statements securely through the internet. Employees will be notified via email before each payday that the pay statements are available for viewing on-line. Departments will receive the detailed check register with the payroll distribution for July as usual.

Beginning in August of 2009, the UWA Payroll Office will cease distribution of the printed pay statements for all payrolls. Employees will only be able to view and print their pay statements by accessing the secure website. For those employees who do not have access to the internet, departmental bookkeepers will be able to use an IRIS transaction to print pay statements for selected employees and/or for entire cost centers.

Also beginning in August of 2009, the UWA Payroll Office will cease distribution of the detailed check register. The register lists the gross and net amounts paid by check and direct deposit on the current payroll to employees administratively responsible to the requested cost center. Instead of receiving the register with the payroll distribution, departments must now use the **ZPR_DETAIL_CHECK_REGISTER** transaction in IRIS to run and print this report **two days prior to each payday** to verify that the individuals listed are employees and that the amounts paid are appropriate. Instructions for producing this report may be found within the IRIS help documentation at <http://rwd.tennessee.edu/nav/hr/payroll/index.htm>. A signed copy of the check register must be retained in the department. If any errors are found in the payroll, please notify the campus payroll office or the UWA Payroll Office immediately.

If you have any questions concerning these procedures, please call the UWA Payroll Office at (865) 974-5251.