Notice to Deans, Directors, and Department Heads
Expected Changes due to Implementation of IRIS

Effective December 17, 2001 the University will implement the remaining portions of IRIS to maintain our human resource and payroll systems. This implementation will enable the University to better serve employees while staying current with the ever-changing state and federal regulatory requirements. The changes described below are effective for monthly employees on January 1, 2002 and biweekly employees on December 17, 2001.

The implementation of these functions will cause many procedures within the University to change. What will this mean to your department? The goal is to provide better service more efficiently. Please read the following information carefully to see what you might expect.

Central Processing of Employee Data at Each Campus – The entry of information into the IRIS system for employees will be performed at your campus HR/Payroll Office. This change will minimize the time it takes for your employees to be enrolled in benefits, receive paychecks, and be available for other activities related to entry into the system.

Dept Approval of IRIS Changes – Changes to IRIS employee information requested by departments will be routed to department heads for electronic notification. This will enable you to better serve your employees by verifying the changes as well as tracking when the changes took place.

Time and Leave Entry – Time and leave entry will be done by departmental timekeepers and then routed to department heads for electronic approval. Diskettes and paper certifications will no longer be necessary, thus eliminating the dual entry of time. This tool will also be used for the entry of additional hours for non-exempt monthly employees eliminating the need for time-related monthly pay adjustments. The annual, sick, and other leave taken by exempt staff and faculty will be recorded using this same method.

Meals and housing received by biweekly employees will no longer be recorded with the hours worked through time entry. These values must be added as distribution lines in the same fashion as is currently done for monthly paid employees. The distribution line should reflect the average number of meals allowed during the pay period.

Staff Benefit Charges – Staff benefits have been categorized as direct and indirect. Direct staff benefits such as FICA, Medicare, and Retirement will be charged to all cost centers. Indirect staff benefits such as health insurance will be charged only to those cost centers where the employee’s base pay was charged. Therefore a cost center paying an employee only additional pay will no longer be charged a pro-rata share of that employee’s insurance contribution.
**Salary Transfer Vouchers** – Salary transfers are supported by a retroactive change to the employee’s cost distributions. The payroll process will automatically credit the old cost center and charge the new cost center during the employee’s next payroll. All associated staff benefits will also be credited/charged as appropriate.

**Misc Payroll Now Paid Biweekly** – Payments to individuals (marked as employees) paid through the use of a T-27, Special Payment Form, will now be processed on a biweekly basis. The checks will be mailed centrally on each Monday prior to the biweekly payday.

**Adjustments for Monthly Pay** – Adjustments to monthly pay for non-exempt employees result when an employee works more or less hours than scheduled, or at a different rate. These adjustments will now be processed as entries into CATS, the IRIS time entry system. The departmental timekeeper will enter additional hours, the rate, or a different cost center and the system will automatically create the adjustment on the next payroll.

**Charges for Overtime Premium** – During time entry, the departmental bookkeeper enters the daily hours worked by employees. When the hours worked result in an overtime premium being paid to the employee, the department where the employee is working at the time the overtime occurs will be charged with the overtime premium. Departments may optionally indicate that excess hours should be “banked” as compensatory time rather than paid as overtime.

**Record Retention** – Since departments will be entering time directly into the IRIS system, timesheets will no longer be forwarded to the Payroll Office for retention. The department entering the time will be responsible for retaining timesheets for audit and record retention purposes. Please note that some campus/units may elect to enter time centrally for all departments on the campus/unit. In that case, the campus/unit will provide instructions on record retention responsibilities.