

# Payroll Notice – Departmental Changes

Date: July 31, 2009

The University of Toledo Payroll department located at the Scott Park Campus is no longer divided between Health Science Campus and Main Campus teams. In addition, our job duties are no longer divided between the Health Science Campus and Main Campus.

In an effort to stream-line processes and increase efficiencies while continuing to serve our customers, we became aware of activities being performed that are the responsibility of the functional areas. This mainly pertains to API and timecards. Employees and supervisors have always been responsible for the accuracy of the time being submitted and approved. It is duplicative for Payroll to monitor the time being submitted so this practice has been discontinued.

With respect to manual checks, the president's Senior Leadership Team approved assessing a \$50 fee to departments each time a manual check is requested if the department fails to submit timecards by the cutoff time. The \$50 fee will go to a financial aid account to be used to help students in need. If the employee fails to submit timely, they will continue to be paid at the next pay period.

In addition, individuals should not begin work until all required paperwork is filled out and approved. The \$50 fee will also be assessed if personnel actions forms have not been fully processed resulting in the need to produce a manual check.

As stated previously, our job duties have changed and below are brief descriptions of our new responsibilities:

Juli Bejarano – Interim Payroll Manager

Debbie Davis – Payroll Officer

- STRS/OPERS reporting and payments
- Bi-weekly balancing of payroll

Diane Harris – Interim Payroll Analyst

- Quarterly and Annual reports and payments
- Tax withholding questions
- Payroll reconciliations

Mags Cardenas – Account Clerk III

- API training
- Garnishments and Child Support

Lynne Downes – Account Clerk III

- Faculty Personnel Action Forms
- Special Projects

Kay Jividen – Account Clerk III

- Graduate Student Personnel Action Forms
- Residents
- OPERS/STRS service credit research
- Job Verifications

Sue Kregulka – Account Clerk III

- Tax withholding forms
- Various Payroll deductions
- Split positions for API

Jeanette Vershum – Account Clerk III

- Staff Personnel Action Forms
- 403b payments
- ARP payments

Paula Willard – Account Clerk III

- Student Personnel Action Forms
- Direct Deposit forms
- API training

Gloria Stribny – Account Clerk II

- Absence reporting
- Sick/Vacation accruals
- OPERS/STRS service credit research
- Job Verifications

As you can see, job duties are no longer segregated by campus or department. We each have our area of expertise; however, we can assist anyone to the best of our abilities. This is a very exciting transition and one that will continue, so please be patient as we become acclimated to our new roles. Feel free to contact us with any questions regarding our re-organization.