OVPIA – Internal Procedures
PAYROLL VOUCHER REPORT FOR FISCAL APPROVERS

Upon receipt of the notification e-mail from FMS Help, the OVPIA Director of Finance (Denise) should run the voucher report, reformat column width, and save as Excel to the file path:

> \\iu-eits-bishop = dept > INTP > kfoust > Payroll Voucher Reports

> Use the naming logic: [nine digit payroll identifier] [DD-MMM-YY of end of pay period]

For Denise to run the report in IUIE, the path is: Master Catalog > Departmental Reporting > Payroll Reports – Departmental > Fiscal Approvers' Voucher Audit Report. (Only works for **Fiscal Approver**.)

If Denise **not** available and someone else runs the report: Master Catalog > Departmental Reporting > Payroll Reports – Departmental > **Fiscal Approvers/Officer Voucher Report Datagroup**

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Denise reviews the report at the time it is saved to the shared file to check central office payroll (Bryan Hall employees), and quickly scans the full report for any names not recognized.

Denise sends e-mail to Kim Foust after file is saved asking her to distribute the Excel info to the various units. Kim parses the one Excel file into parts for OIS, OVST (including Honors Program), GC, and lac, adding those initials to the naming logic. Each file is sent by e-mail from Kim to the knowledgeable delegate in the sub-unit (Paul B., Laura, Mary Lou, Paul F.). The delegate does a complete review of the report. ***Most important is to check for pay going to an employee who has been terminated, and to check for new employees, one-time payments, or rate changes, making sure that no one is missing who should be receiving pay in that period and that changes in pay rate have been picked up by the correct date.*** The delegate is to let Denise know immediately if an error is spotted. Otherwise, the delegate should forward Kim's e-mail including the attachment back to Denise stating that the review is complete and the report is accurate.

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Denise periodically saves confirmation e-mails from the delegates into the folder path (for audit)

> \\iu-eits-bishop = dept > INTP > kfoust > Payroll Voucher Reports > [by fiscal year]

Retention schedule expected 7 F/Y + current:

> http://www.libraries.iub.edu/index.php?pageId=3147