

Southwest Texas State University
ERP As Is Process Narrative
Updated March 5, 2003

Module Name: Human Resources	Module Identifier: HR
Process Name: Payroll Administration	Process Identifier: PA
Sub-Process Name: Payroll Advance	Sub-Process Identifier: PA-32
Sub-Process Purpose and Objectives: Process payroll advance for missed payroll payment due to University error	
Sub-Process Description:	
<p>The Payroll office receives a request for an advance from an account manager. The Assistant Director of Accounting-Payroll reviews the request and decides whether or not to approve. If the request is denied the department is notified either by phone call or email.</p> <p>If the request is approved a billhead is prepared and sent to Accounts Payable to process a check. A copy of the billhead is sent to the Travel Office to use in the reconciling process for travel advances TR-1.</p> <p>The advance check is received back in Payroll, usually within 24-48 hours. It is then determined if the employee who is receiving the advance will be receiving their normal paycheck electronically or by paper check.</p> <p>If the employee is on direct deposit they are required to leave a post-dated check for the amount of the advance when they pick up the advance check. This post-dated check is then held until payday and receipted by the Cashier's Office to the advance account to clear the outstanding balance. A receipt is sent back to Payroll and kept on file.</p> <p>If the employee is not on direct deposit a hold card is prepared to be attached to their paper check on payday and the advance check is given to the employee. The Cashier's Office attaches the hold card to the paycheck and when the employee picks up their check a receipt is done for the amount of the advance either by cashing the paycheck or receiving another type of payment from the employee. This payment is also receipted into the advance account to clear the outstanding balance.</p>	

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Sub-Process Trigger(s): <ul style="list-style-type: none"> Payroll advance request 		Key Sub-Process Participants: <ul style="list-style-type: none"> Payroll Accounts Payable Travel Office Employee Cashier's Office Department/Account Manager 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Payroll advance request	Email or paper	As needed	Department/Account Manager
Outputs:			
Output	Format	Volume/Time	Recipients
Advance Check	Paper	As needed	Employees
Receipt	Paper	As needed	Employee or Payroll Office
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
On-demand checks or weekly supplemental payroll		<ul style="list-style-type: none"> More timely processing Links to payroll records Eliminate need for advance checks Simplify process Improve customer service 	C

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