

TOP NINE PCR PROBLEMS

1. CHANGE IN PAYROLL AREA

If hiring an existing employee who is going from hourly to salaried or salaried to hourly, please remember to establish the new effective date as the first day of the next month. Employees cannot change payroll areas within the same pay period. All hours worked in the old position must be entered and approved in time management within the month earned and prior to the processing of the new appointment.

2. HIRE DATE

If the new hire is starting on the first work day of the month, the hire date on the PCR should be the 1st of the month.

3. CHANGE IN FTE

An employee cannot change FTE in the middle of the work week. Always start the new FTE on a Monday. Exception: If the 1st of the month falls on a Saturday; change in FTE is effective on the 1st.

4. CHANGE IN CLASSIFICATION

An employee cannot change classifications within the same work week. If going from an exempt position (unclassified) to a non-exempt (classified) position or non-exempt to exempt, always start the new classification on a Monday.

5. AWARD PAYMENT

Award payments cannot be paid out of "1" prefix account.

6. GRANT FUNDING

If paying out of a grant funded account, indicate expiration date of the grant. More than one account? If so, indicate the end date of the earliest to expire grant.

7. *Also, if paying from an internal order or WB account, do not indicate cost center on the PCR.*

8. RETROACTIVE PAY INCREASE

Per the Texas Constitution and the policy supported by the VPFSS, an employee cannot receive a retroactive pay increase beyond the month of the current pay period, ie: retroactive to 9-1-07 but the PCR is not submitted until after 10-1-07. Earliest date of pay increase would be 10-1-07 to pay for the October pay period.

9. SEPARATION PCR

If your employee is no longer working for you and has left Texas State (not just changing departments), you must remember to process a separation PCR. This is especially true for hourly student workers and NSNR temporary staff employees.