

Quarterly Payroll Meeting

June 1, 2010



Robert E. Byrd, CGFM
County Auditor-Controller

Welcome



Robert E. Byrd, CGFM
County Auditor-Controller

ACO Announcements



Announcements

- Payroll Operations Teams
 - Contact your Operations Team for assistance.
 - Always identify your department on your request.

Announcements

- Prior Period Adjustments
 - You cannot take away hours when an employee is AWOP.
 - Make sure you review your adjustments prior to approval.
 - These errors delay the payroll closing process.

Earnings Withholding Certificates

- Due by end of pay period they are effective for.
- Please make sure you are forwarding them timely.
- Must use the blank forms on ACO website.
- Please discontinue use of any old forms you may have had.

Oasis HRMS

Review of PeopleSoft 9.0 Time and Labor

Oasis HRMS

- Adding Favorites
- Maintain Time Reporter Data
- Static Groups
- Creating Schedules
- Entering Time
- Reviewing Exceptions
- Viewing the Launch Pad

Oasis HRMS

- Approving Time
- Running Reports

Human Resources Announcements

Questions

