

## Introduction

*In March of 2019, the Board of Regents (BOR) approved the formulation of NSHE Payroll Services (NPS) and the policies and procedures that govern the operation of NPS. The policies and procedures are memorialized in the BOR's Procedures and Guidelines Manual, Chapter 5, Section 17 (Manual). This annual report is intended to provide the metrics and reporting required in the Manual for the purpose of evaluating efficiency and effectiveness. While the BOR did not approve NPS until March of 2019, fiscal year 2018 combined activity is being presented for benchmark purposes.*

## Committed to Transparency

NSHE Payroll Services is charged with provision of the following services for all Nevada System of Higher Education employees:

- paycheck distribution;
- customer service (employees and institutions);
- communication of all payroll and tax-related events;
- management of individual withholding, deductions, and contributions;
- maintenance of all pay-related records;
- production of tax-related documents such as w-2s;
- implementation of changes to employee names;
- withholding selections;
- direct deposit statuses;
- filing and depositing of institutions' taxes;
- response to employment verification requests; &
- adherence to all state, federal, and NSHE payroll laws and regulations.

## Reliable, NSHE-Wide Support

As part of our commitment to transparency, stakeholder accountability, and data-driven decision-making, each year the NSHE Payroll Services Office publicly reports transactional data. This report aims to highlight metrics that are most important to our institutional, employee, and director stakeholders. Employees include full-time, part-time, and temporary faculty and staff.

### NSHE PAYROLL SERVICES



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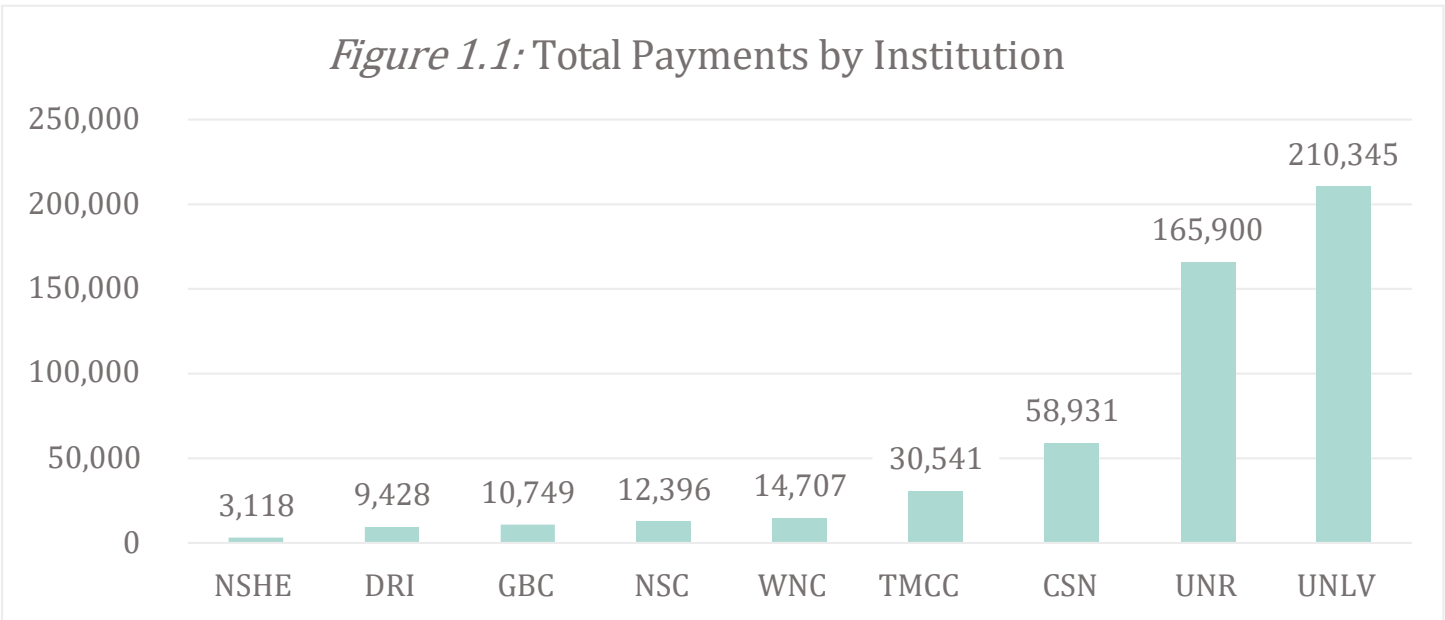


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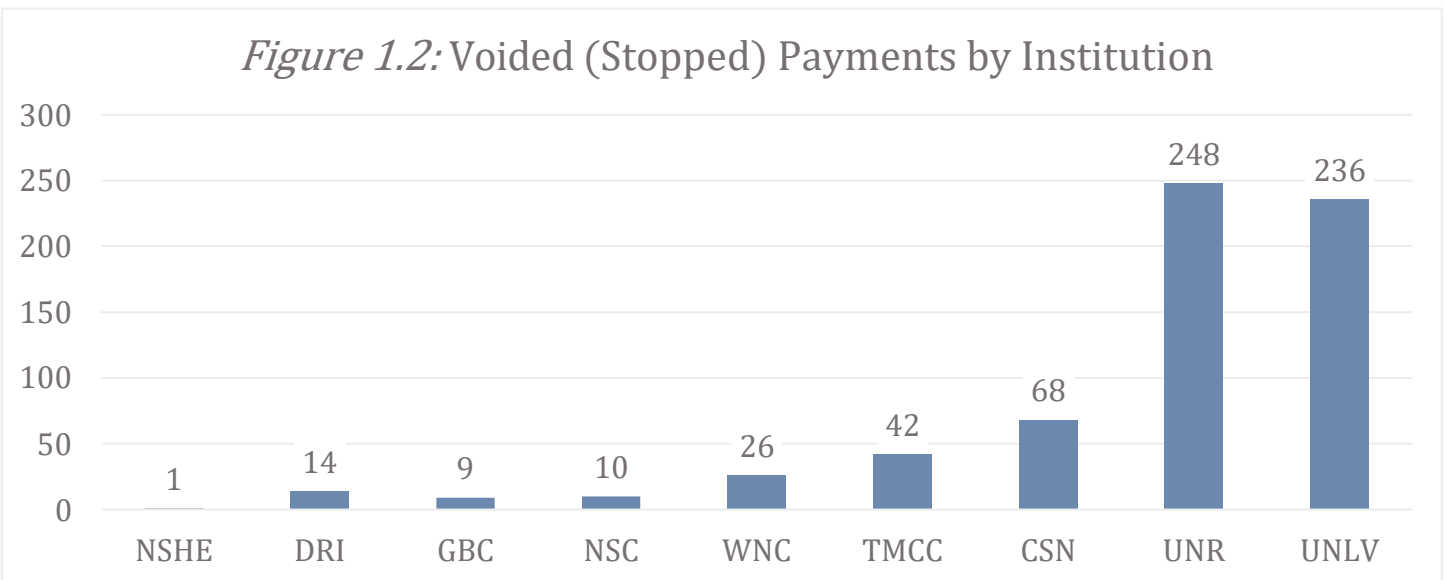
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## 1. Total Payments and Voided Payments

*Figure 1.1: Total Payments by Institution*



*Figure 1.2: Voided (Stopped) Payments by Institution*



## 2. On-Cycle and Off-Cycle Payments

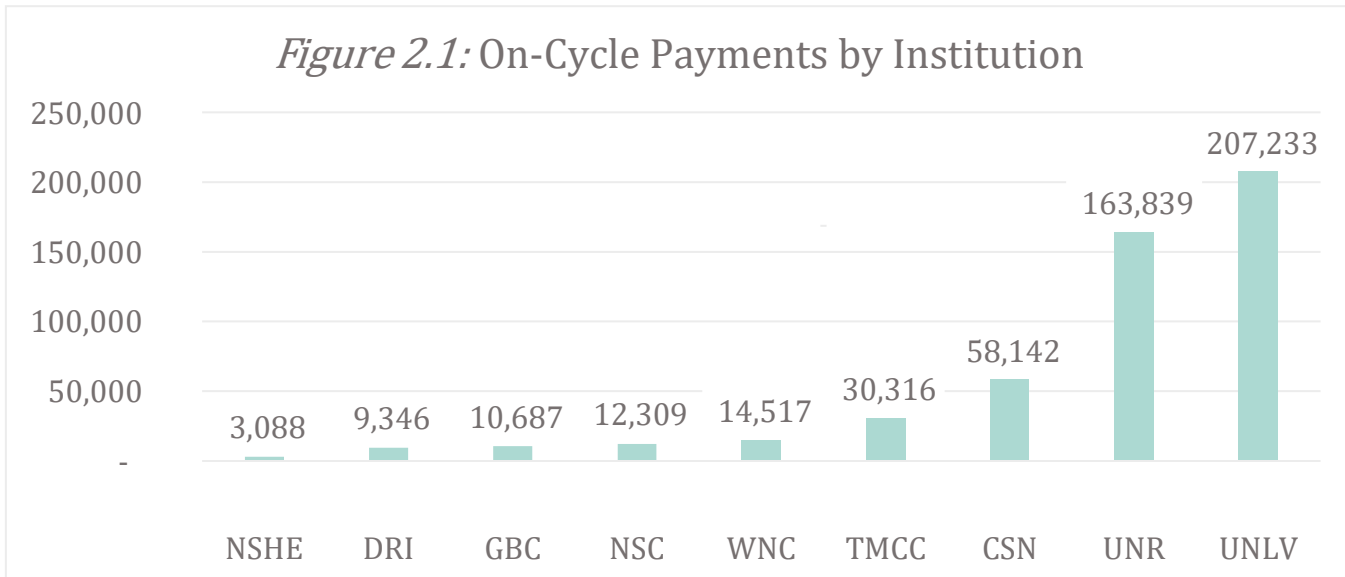


Figure 1.1: On-cycle payments are any payroll payments made to employees within the regular, semi-monthly or monthly payroll processing cycles

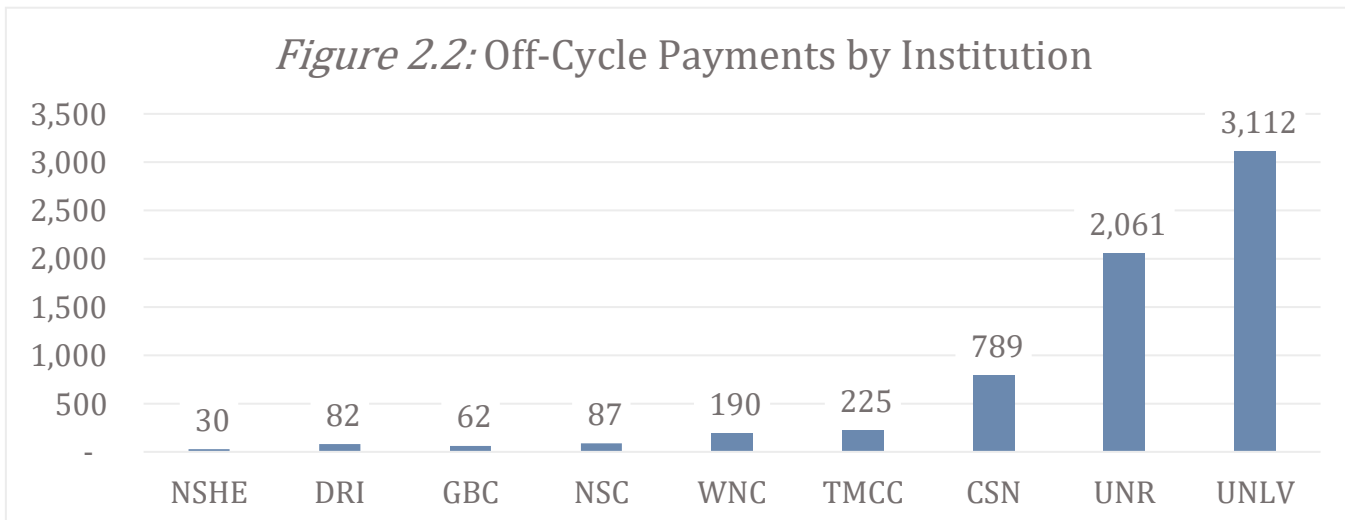
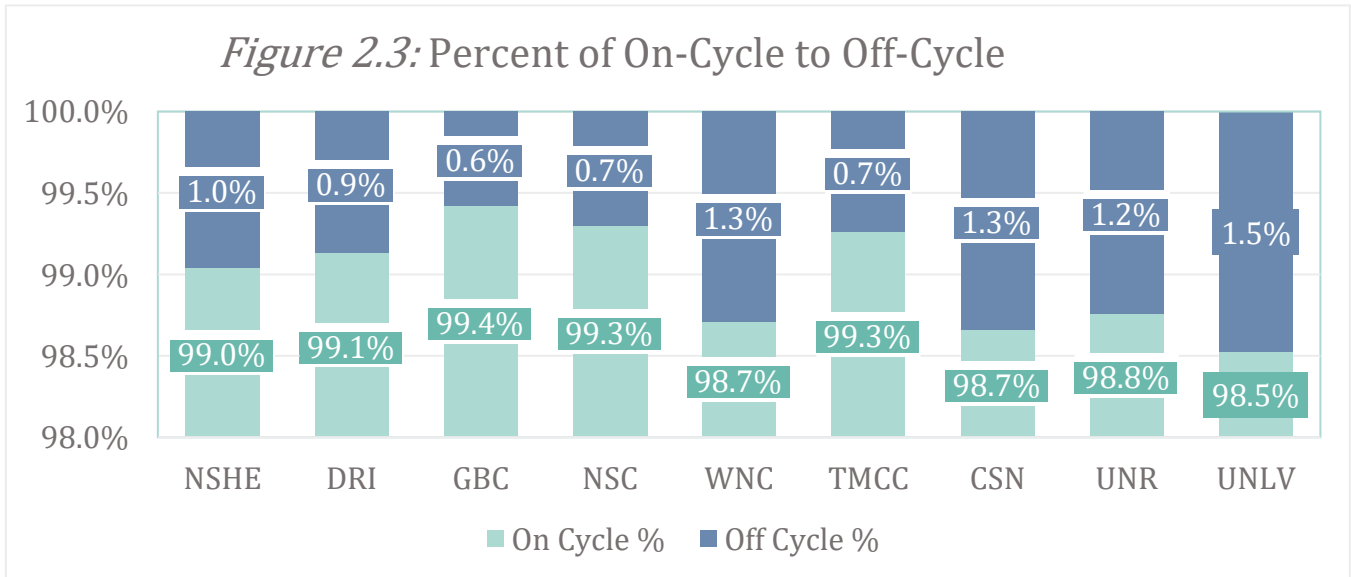


Figure 2.2: Off-cycle payments were made between pay periods, typically due to work time not being entered before payroll or other retroactive but critical adjustments.



*Figure 2.3: Percent of On-Cycle to Off-Cycle Payments shows what percentage of each institution's respective payments were on and off cycle. Off-cycle payments are a result of changes to earnings or deductions that complete outside of regular payroll payment process.*

### 3. Retroactive Adjustments

*Figure 3.1: Retroactive Payroll Adjustments by Institution*

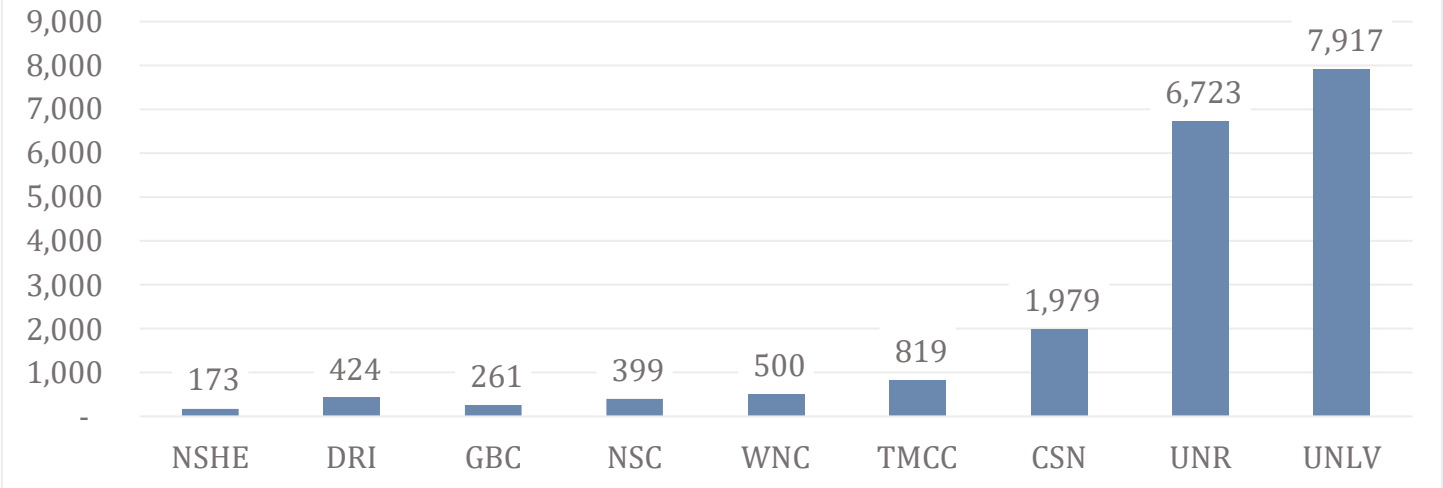


Figure 3.1: Retroactive payroll adjustments are defined as adjustments made relating to prior payroll periods that required adjustments to current payments, additional payments to be processed, payments voided; and/or repayment of funds from employees.

*Figure 3.2: Percent of All Payments to Retroactive Adjustments*

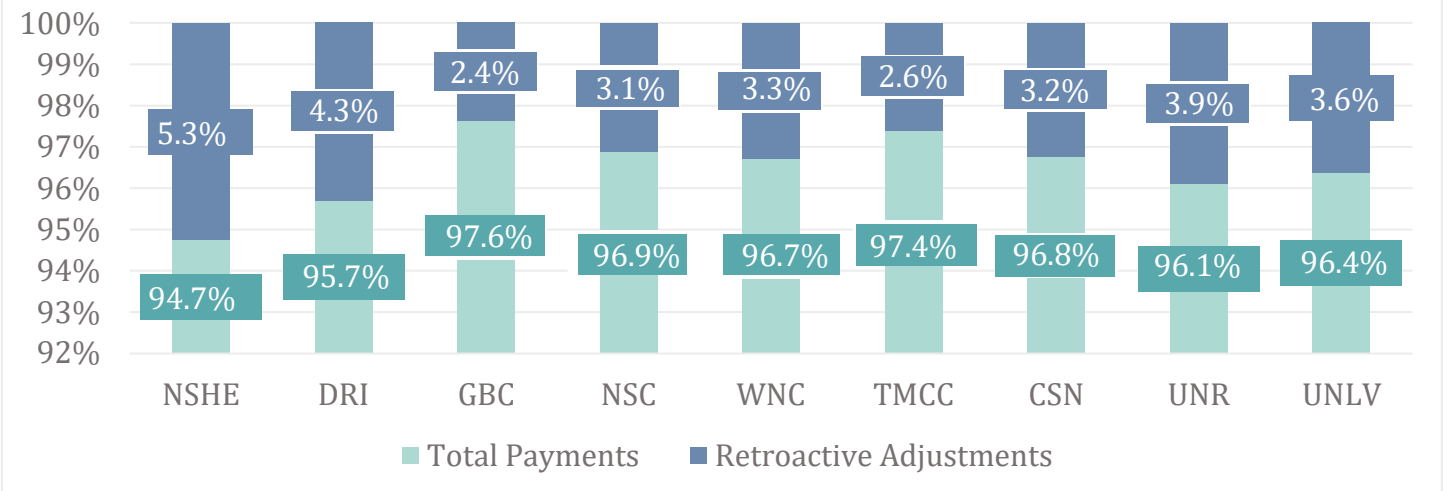
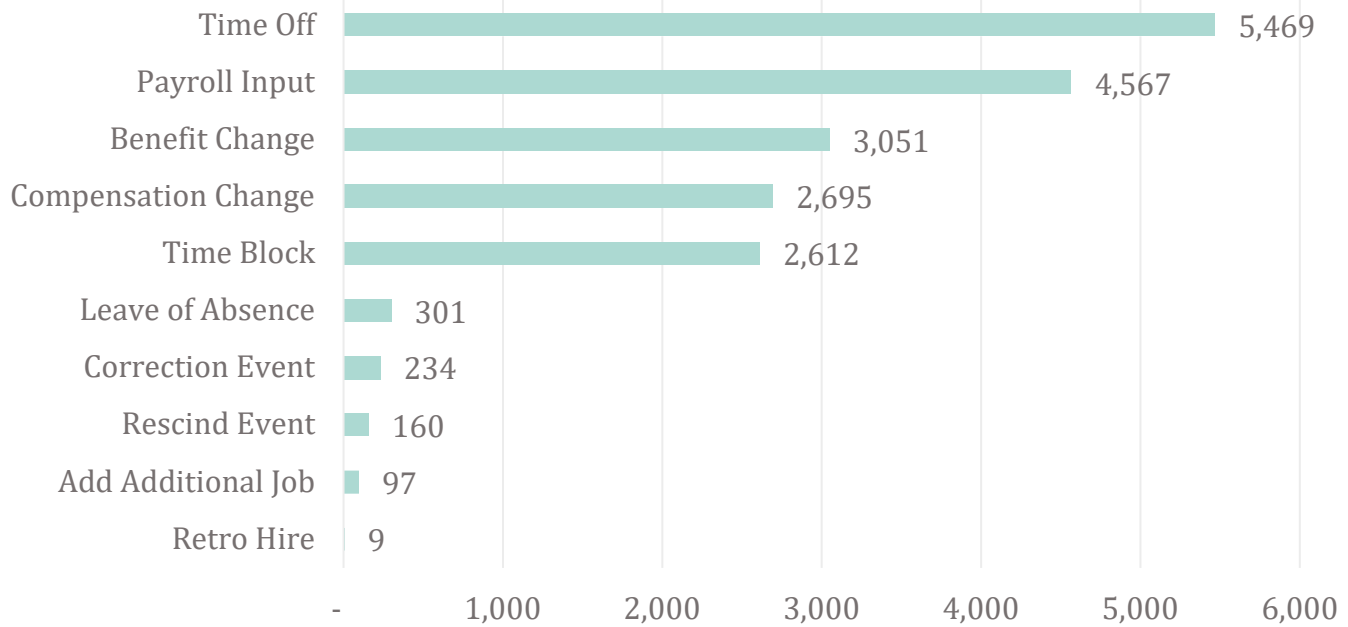


Figure 3.2: Percent of all payments to retroactive payroll adjustments.

*Figure 3.3: Number of Retroactive Adjustments by Type*



*Figure 3.3: Number of Retroactive Adjustments by type.*

**Add Additional Job:** HR business process for additional job changes in Workday that are not completed timely for payroll completion.

**Benefit Change:** HR business process for benefit changes in Workday that are not completed timely for payroll completion.

**Compensation Change:** HR business process for compensation changes in Workday that are not completed timely for payroll completion.

**Leave of Absence:** Leave corrections such as FMLA or Sabbatical.

**Payroll Input:** A variety of corrections handled directly by the Payroll office, not initiated by a business process. These entries correct earnings and deductions primarily related to benefit changes.

**Rescind Event:** Events that have been recalled in Workday that are not completed timely for payroll completion.

**Retro Hire:** Hire events that are entered after a period for which the worker is to have been paid.

**Time Block:** Hourly time entry corrections.

**Time Off:** Annual and sick time corrections.

Figure 3.4: Breakdown of Retroactive Payments by Reason and Institution

Institution	Additional Job	Benefit Change	Change in Compensation	Leave of Absence	Payroll Input	Rescind Event	Retro Hire	Time Block	Time Off
NSHE	-	29	13	5	14	-	-	4	107
DRI	1	73	40	10	123	2	-	60	108
GBC	-	55	27	11	83	-	-	28	58
NSC	5	82	37	7	96	-	-	24	116
WNC	9	68	126	5	69	1	-	69	73
TMCC	5	89	98	18	252	4	-	109	192
CSN	30	251	325	37	581	23	-	149	494
UNR	43	853	822	98	1,804	12	3	1,025	1,432
UNLV	109	1,022	980	109	1,791	107	5	1,037	2,268

Figure 3.4: Breakdown of Retroactive Payments by Reason and Institution. See definitions on Figure 3.3.



## 4. Payroll Time Submissions

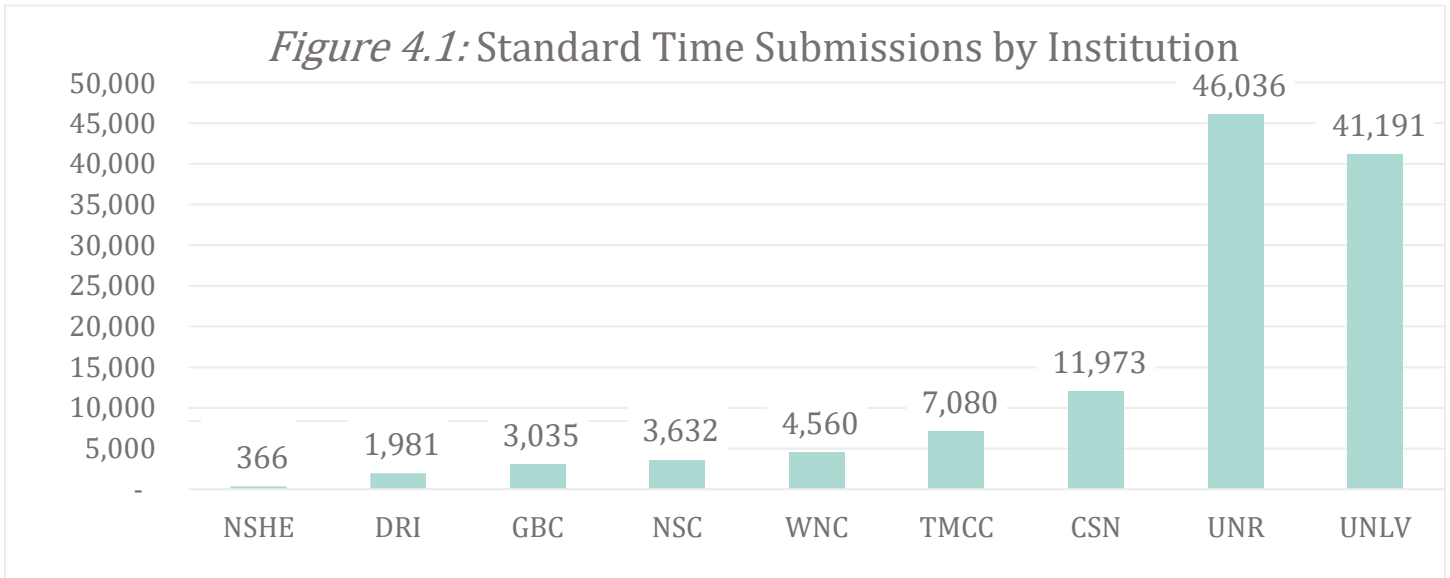


Figure 4.1: Number of standard time<sup>1</sup> submissions by institution.

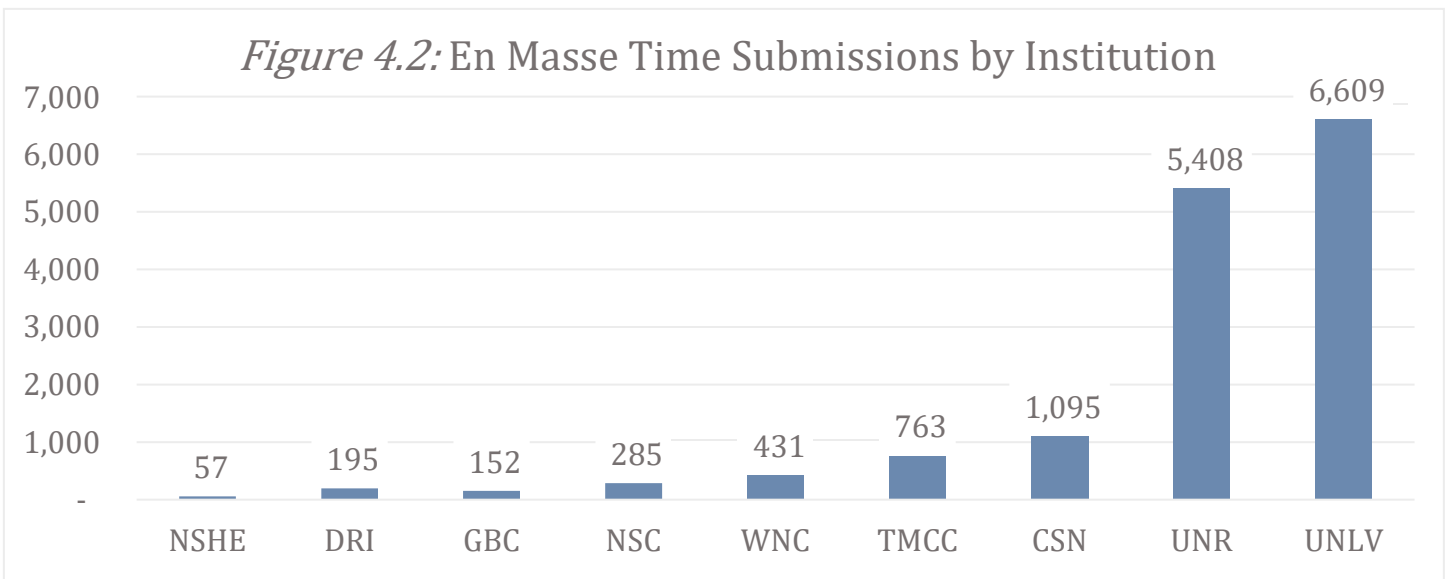


Figure 4.2: Number of en masse time<sup>2</sup> submissions by institution.

<sup>1</sup> Standard Time: Submitted by employer and approved by supervisor in time for timely payment to employee

<sup>2</sup> En Masse Time: Submitted by Payroll for purposed of timely payment

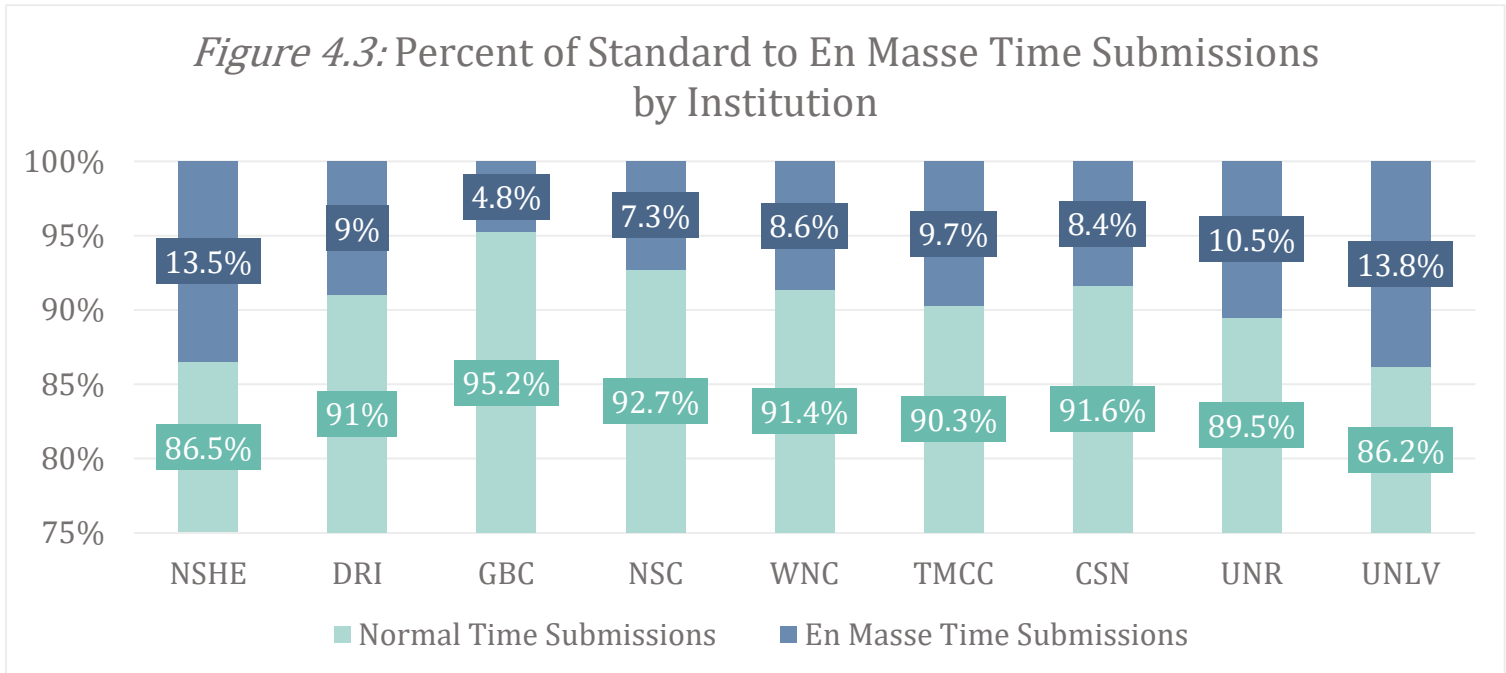
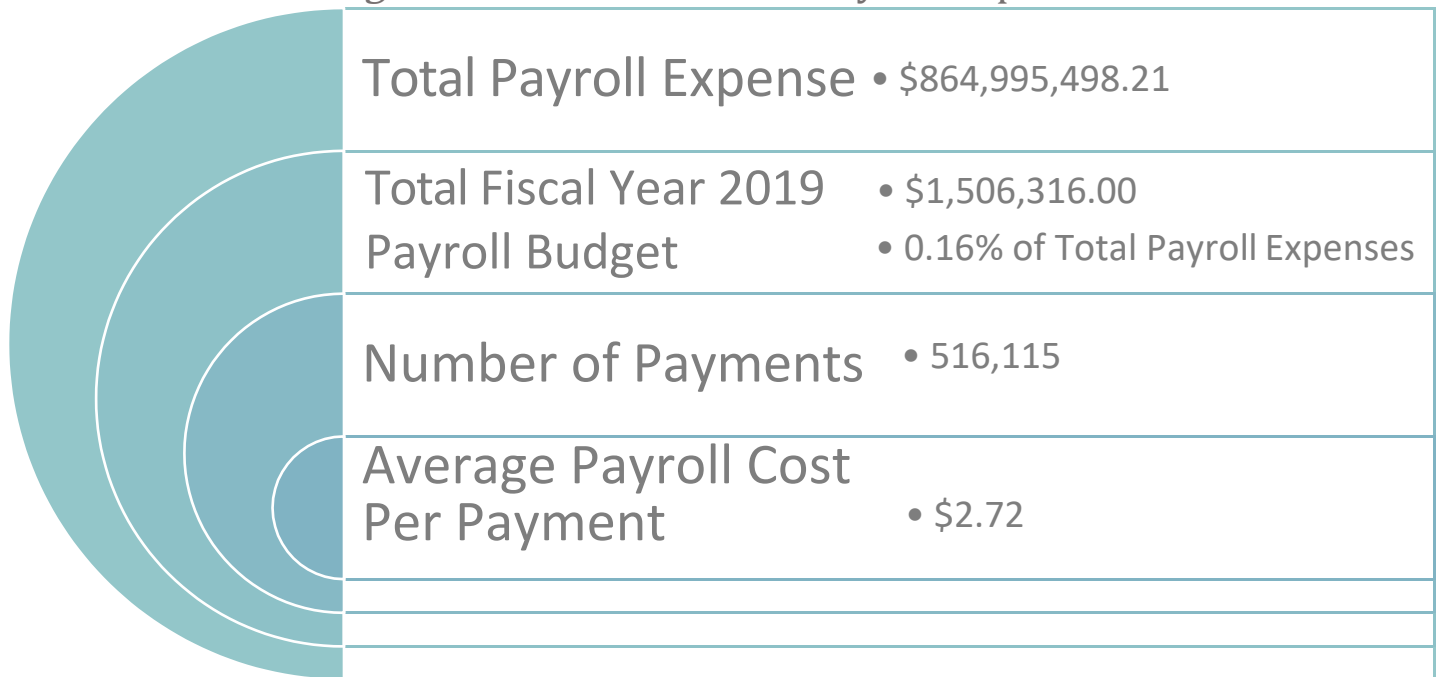


Figure 4.3: Percent of standard to en masse time submission. See definitions on Page 9.

## 5. Cost of Payroll

*Figure 5.1: Breakdown of Payroll Expenses*



*Figure 5.1: Breakdown of payroll expenses, including number of payments and average payroll cost per payment.*

*Figure 5.2: Breakdown of NSHE Payroll Budget Fiscal Year 2019*

	FTE	Amount
<i>Classified</i>	12.00	\$804,233.99
<i>Professional</i>	5.00	601,081.81
<i>General Operations</i>		101,000.20
	<u>17.00</u>	<u>\$1,506,316.00</u>