*DEFINE
OVM Documents

Web Tutorial

USER SERVICES

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Types of Documents

```
*DEFINE                CREATE PAYMENT VOUCHERS - OVM                Year: 10 11
Command: OVM    Account: _________     Misc: _______________     Month: MAR
 EID: _______   Dept Req: _____________ Inventory: _______ Purch Ctr ____
================================================================================
COMMAND     FUNCTION:                                  MISCELLANEOUS
-------     ----------------------------------------   --------------------
1.  OV1     HOURLY PAYMENT DOCUMENT

2.  OV2     LUMP SUM/ON-CALL/SHIFT DIF/ONE-TIME DOC

3.  OV5     OVERTIME PAYMENT DOCUMENT

4.  OV6     VACATION/SICK/FLOATING/HOLIDAY PAY DOC

5.  OV7     PROFESSIONAL SERVICES PAYMENT DOCUMENT

6.  OVP     DISPLAY PROCESSING DATES
```

Parts of the OVM Document

Each OVM document consists of:

- A coversheet
- Three sections
    1. Payment Request Worksheet
    2. Coding of Transactions
    3. Detailed Description

Coversheet Fields

Status

The current routing stage of a document in the processing cycle.

Document ID

The unique identifier of an OVM document that is a combination of letters and numbers.

Action

A three-letter combination that performs a particular action on a document.

Summary

A modifiable description of the document. (Altering the account number or dates here does not change the document's actual account number or dates.)

Creator Info

The date of creation, plus the name and phone number of the creator.

Pay Period/Service Dates

The dates that represent the time worked. Exception: Dates on an OV6, the vacation document, should reflect the current pay period.

Account Number

The account number that will be charged for the payment(s) entered on the document.

Sections

Screens for entry of 1) payments, 2) departmental coding, and 3) detailed descriptions of the payment(s).

Document Total Amount

The total gross amount of all transactions entered in the Payment Request Worksheet.

Number of Transactions

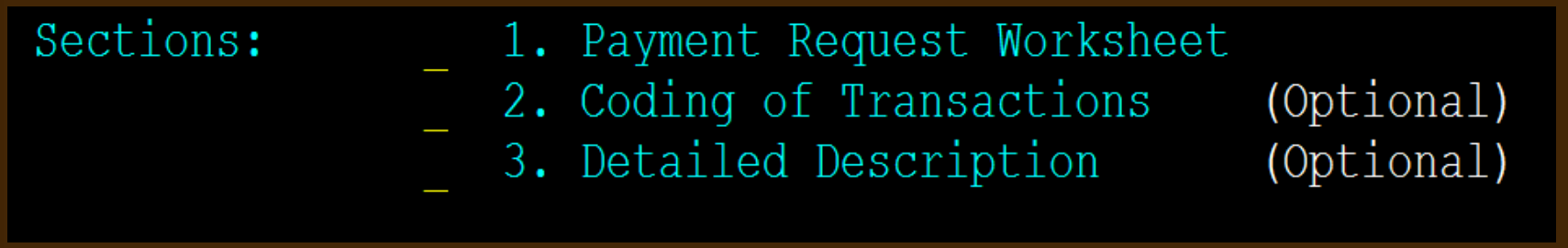
The total number of line items from the Payment Request Worksheet.

Coversheet

```
*DEFINE              HOURLY PAYMENT DOCUMENT - OV1              Year: 10 11
Command: OV1     Account: __________     Misc: _______________     Month: MAR
================================================================================
Status:                      -- COVER SHEET --          Document ID: __________

     Action: ___    Summary: ____________________________________________________

     Created:            by       -                          Phone:

     Pay Period:    03162011  Thru 03312011

     Account Number:              Name:
                       Budget Group:

     Sections:       _  1. Payment Request Worksheet
                     _  2. Coding of Transactions    (Optional)
                     _  3. Detailed Description      (Optional)

     Document Total Amount :
     Number of Transactions:
```

The pay period field defaults to the current pay period on the OV1, OV2, OV5, and OV6. If paying for services performed during a time that differs from the default, dates should be changed to reflect the correct dates of service. Exception: the OV6, for vacation pay, should have current pay period dates.

Sections



You can place an “X” next to any section and press enter to view that screen.

By default, there will be an “X” next to Section 1 and Section 3 on a document that has entries in these sections, so simply press enter to view them.

Sections

Section 1: Payment Request Worksheet

- Includes the EID, name, gross amount, and dates.
- Depending on document type, it may also include job code, pay type, hourly rate, number of hours, and/or date of separation.

Section 2: Coding of Transactions

- Optional functionality that allows departments to code transactions for accounting purposes.

Section 3: Detailed Description

- A place that allows the creator to enter any additional information about the payment(s), such as a specific event worked, that will remain part of the document.

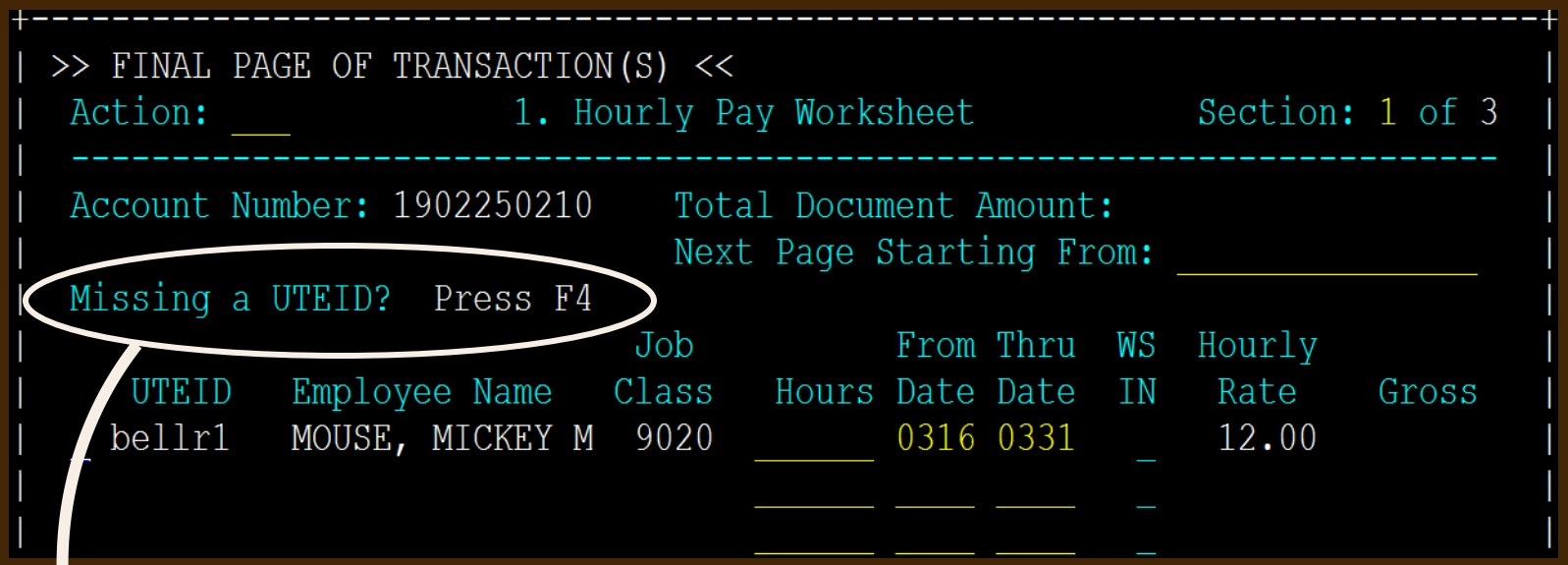
OV1: Hourly Payment Document

The OV1 document is used to pay employees who have been assigned to an hourly position in HRMS.

The OV1 Payment Request Worksheet is auto-populated with the employees who have been assigned to the account used on the OV1 document during the pay period dates on the coversheet. This includes names, EIDs, job class codes, pay dates, and hourly rates.

The OV1 creator enters the applicable number of hours for each employee who has worked during the pay period of the document.

OV1: Payment Request Worksheet

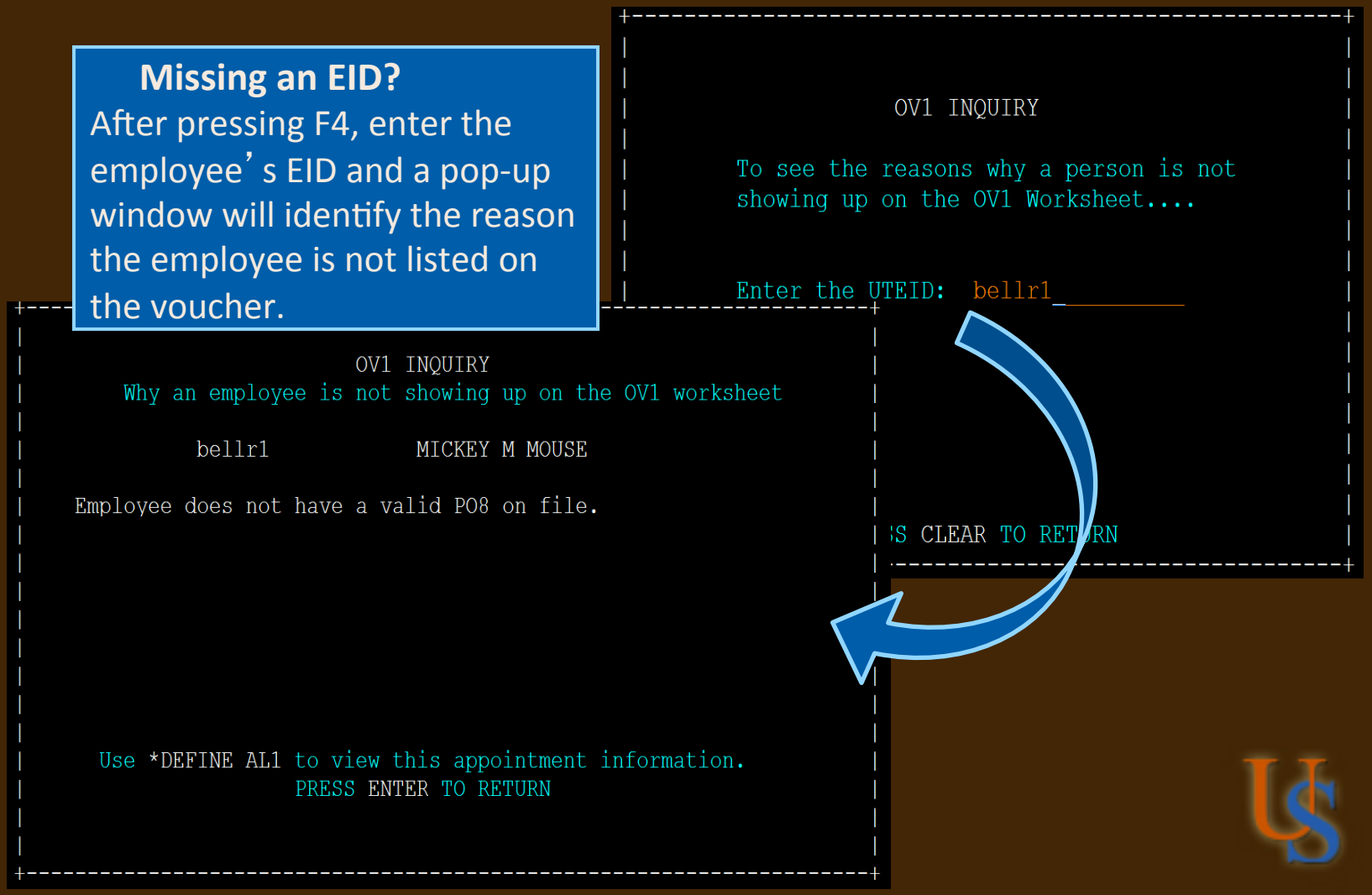


Employee information is auto-populated and the creator enters the number of hours. The dates can be modified as long as they are within the date range of the document, reflected on the coversheet.

Missing an EID? Press F4.

OV1: Worksheet Inquiry Pop-Up

Missing an EID?
After pressing F4, enter the employee's EID and a pop-up window will identify the reason the employee is not listed on the voucher.



Common Reasons an Employee Would Not Appear on an OV1 Document

Paycheck Profile (formerly known as the PO8) is incomplete.

- Employee must complete Paycheck Profile online or submit the PSEI and W-4 forms to Payroll Services in order to be paid. These forms can be found on the Payroll Services Web site.

No I-9 on file with HRS.

- I-9 forms need to be completed and sent to Human Resource Services (HRS).

- The system will allow one OV1 to be processed before the I-9 is on file to allow for processing time.

Common Reasons an Employee Would Not Appear on an OV1 Document

Employee is a work-study student whose assignment has not been approved by the Work-Study Office.

- Contact the Work-Study Office for assistance with the student's assignment.

Employee is not assigned on the same account as the OV1 account number.

- Check the employee's position funding account in HRMS, as it is different from the OV1 account number.

Employee is not assigned to the OV1 account during the pay period on the OV1.

- Check the position funding account(s) and dates of the assignment in HRMS.

OV2: Lump Sum/On-Call/Shift Differential Payment Document

This voucher type allows lump sum payments to individuals who are performing services for a short period of time without an assignment.

It is also the appropriate method of payment for paying employees who receive shift differential or on-call pay according to a pre-established policy with HRS.

Processing payments on an OV2 document requires prior approval from HRS.

OV2: Pay Types

Lump Sum: A flat rate amount paid upon completion of a specific task.

Shift Differential: An amount paid in addition to employees' regular wages, usually due to working a shift outside of normal business hours.

On-Call: An amount paid in addition to employees' regular wages for being on-call outside of normal business hours.

OV2: Authorization Request

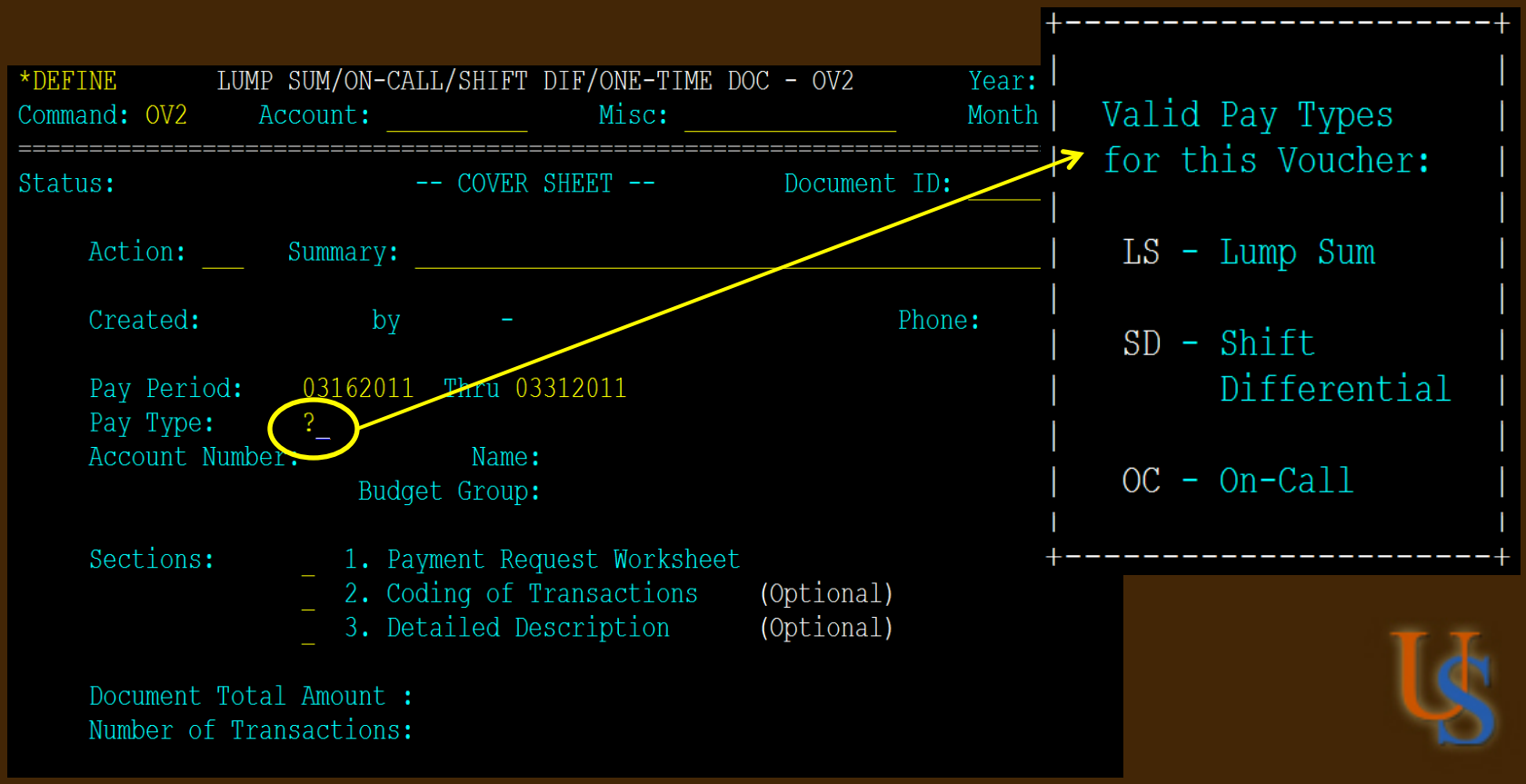
To request authorization to process OV2 payments and use the OV2 command, an **OV2 Request Form** would need to be submitted to HRS for approval.

http://www.utexas.edu/hr/forms/ov2_voucher.pdf

Questions about appropriate payments and completing the request form can be directed to your HRS representative.

OV2: Coversheet

When creating an OV2 document, you will need to specify a payment type. A list of the payment types can be seen by putting a question mark in the Pay Type field and pressing enter.



OV2: Payment Request Worksheet for Lump Sum Payments

```
>> FINAL PAGE OF TRANSACTION(S). ENTER ADDITIONAL PAYMENTS HERE <<
 Action: ___          1. LS/OC/SD Pay Worksheet          Section: 1 of 3
 ------------------------------------------------------------------------
 Account Number: 1902250210    Total Document Amount:
                               Next Page Starting From: _______________
 Pay Type: LS (LUMP SUM)
                                          Job    Lump Sum/    From Thru
 EID        Employee's Name              Class   Flat Rate    Date Date
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
 _________                               ____  _____________  0316 0331
                                                            0316 0331
```

Enter the employee's EID, as well as the job class code and the lump sum amount for the services provided for the dates indicated.

OV2: Payment Request Worksheet for On-Call and Shift Differential Payments

```
>> FINAL PAGE OF TRANSACTION(S). ENTER ADDITIONAL PAYMENTS HERE <<
 Action: ___          1. LS/OC/SD Pay Worksheet          Section: 1 of 3
 ------------------------------------------------------------------------
 Account Number: 1902250210    Total Document Amount:
                               Next Page Starting From: _______________
 Pay Type: OC (ON-CALL)
                                Job     OC   Hourly  From Thru
 EID        Employee's Name    Class   Hours  Rate   Date Date     Gross
 ________                      ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
 _________                     ____  ______ ______  0316 0331
```

Enter the employee's EID, job class code, number of on-call or shift differential hours worked, and the hourly rate for the services provided for the dates indicated.

OV5: Overtime Payment Document

The OV5 document is the appropriate method of payment for overtime hours to non-exempt employees who have worked in excess of 40 hours in one week in accordance with the federal Fair Labor Standards Act (FLSA).

Information regarding overtime can also be found on the HRS Web site.

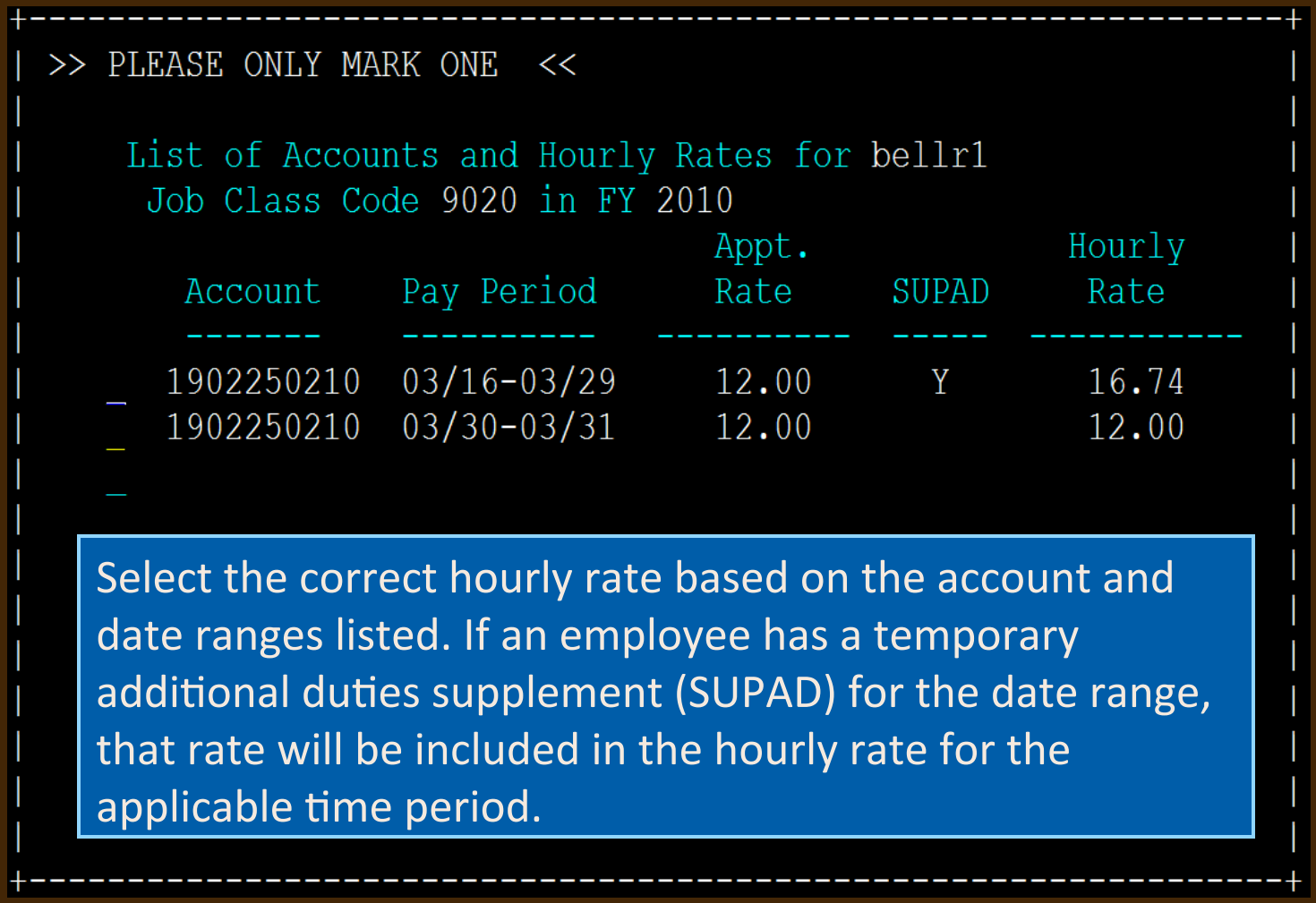
OV5: Payment Request Worksheet

```
>> FINAL PAGE OF TRANSACTION(S). ENTER ADDITIONAL PAYMENTS HERE <<
 Action: ___        1.  Overtime Pay Worksheet          Section: 1 of 3
 ---------------------------------------------------------------------
 Account Number: 1902250210    Total Document Amount:
                               Next Page Starting From: _______________
                                                  S
 EID       Job  Pay          Hourly     LG U Calc Hr From Thru
  Name    Class Typ   Hours   Rate  Time HZ P  Rate   Date Date  Gross

 _________ ____ OT    ______ ______  1.0  _          0316 0331

 _________ ____ OT    ______ ______  1.0  _          0316 0331

 _________ ____ OT    ______ ______  1.0  _          0316 0331
```

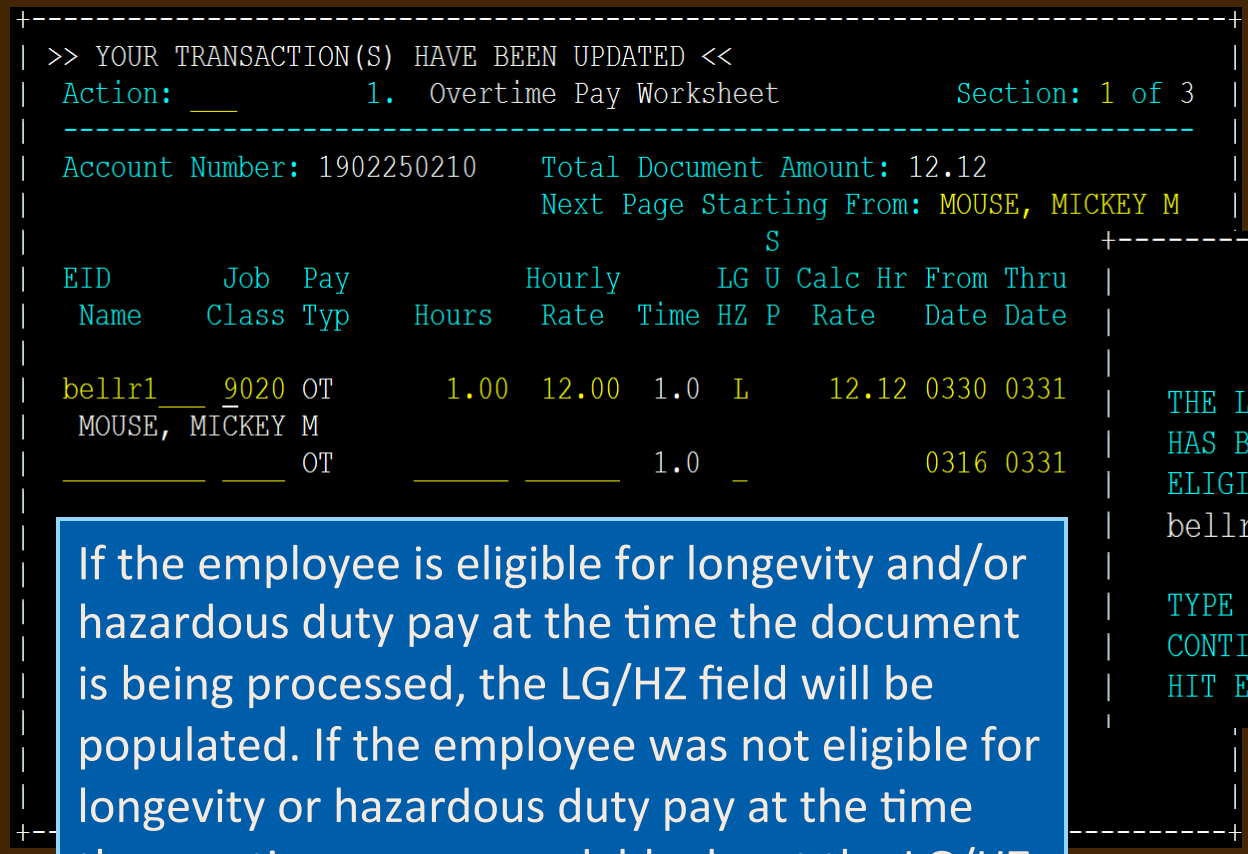
An assignment for the pay period on the document is required.

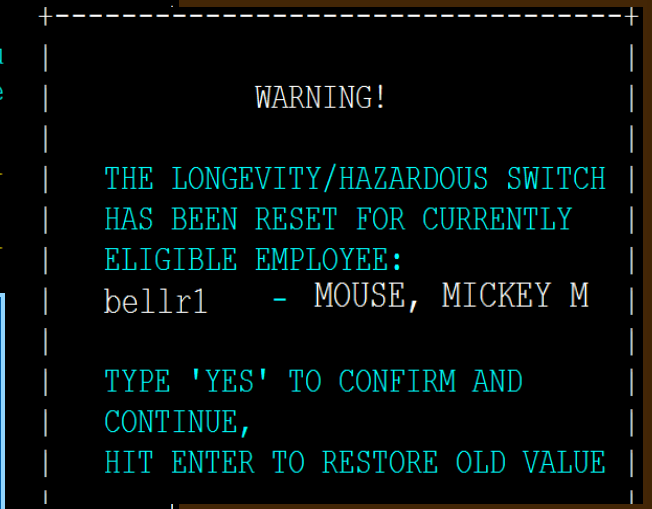
Enter the employee's EID, job class, and hours (calculated at time-and-a-half). The hourly rate will be provided.

OV5: Hourly Rate Pop-up Window



OV5: Payment Request Worksheet





If the employee is eligible for longevity and/or hazardous duty pay at the time the document is being processed, the LG/HZ field will be populated. If the employee was not eligible for longevity or hazardous duty pay at the time the overtime was earned, blank out the LG/HZ indicator and type “YES” to confirm.

OV6: Vacation, Sick, Floating Holiday, Holiday Pay Document

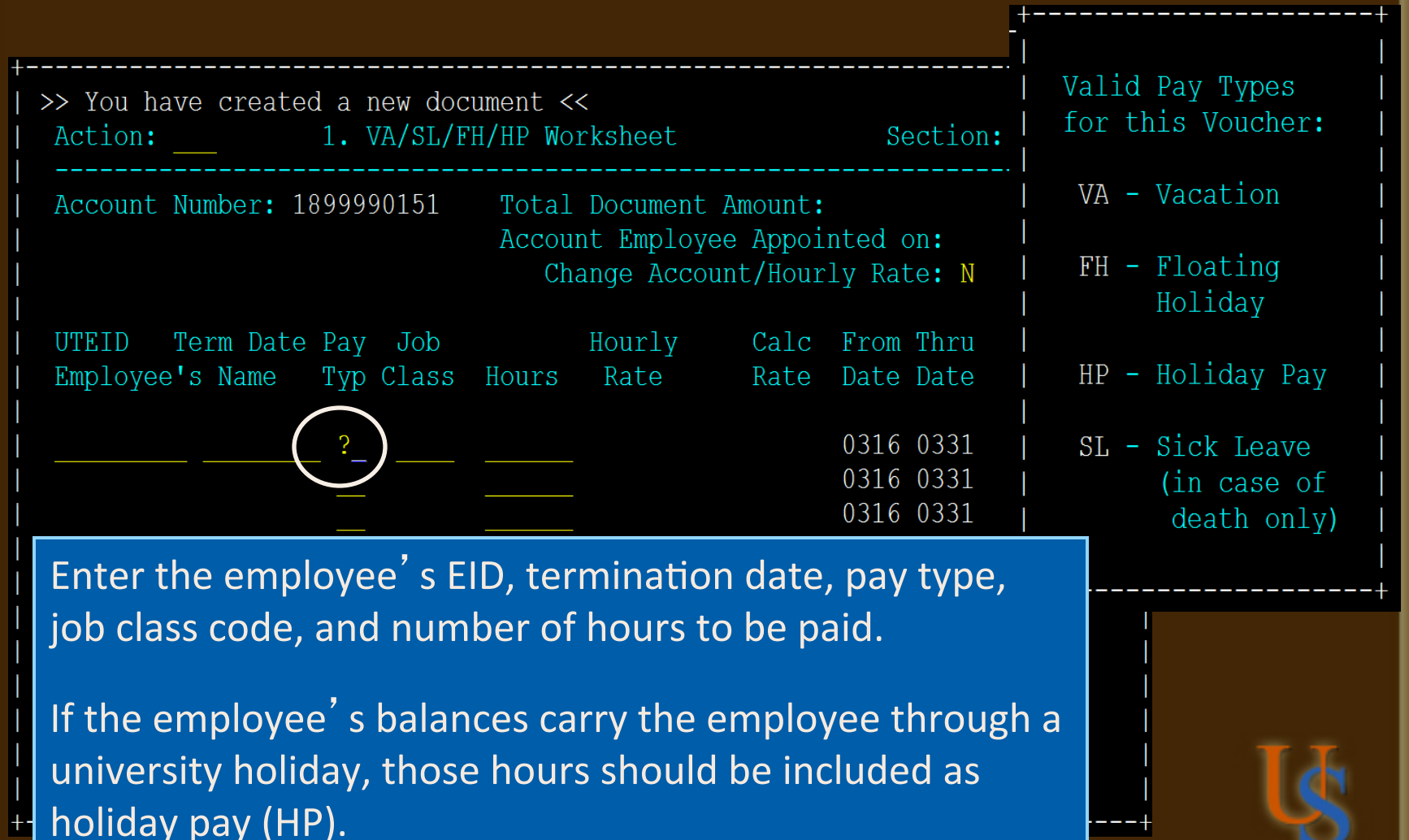
Upon an employee's separation from the university, this document is used to pay leave balances for vacation (VA), floating holiday (FH), and holiday pay (HP). If an employee passes away while in the employ of the university, half of the sick leave (SL) balance, up to a maximum of 336 hours, is paid to the estate.

Note: If an employee is transferring to another state agency, the hours should **not** be paid. Hours will be transferred to the other state agency.

Hours paid on an OV6 document will automatically update the accrued leave balances in the ETM modules in *DEFINE.

The UT Austin institutional account for processing OV6 documents is 18-9999-0151.

OV6: Payment Request Worksheet

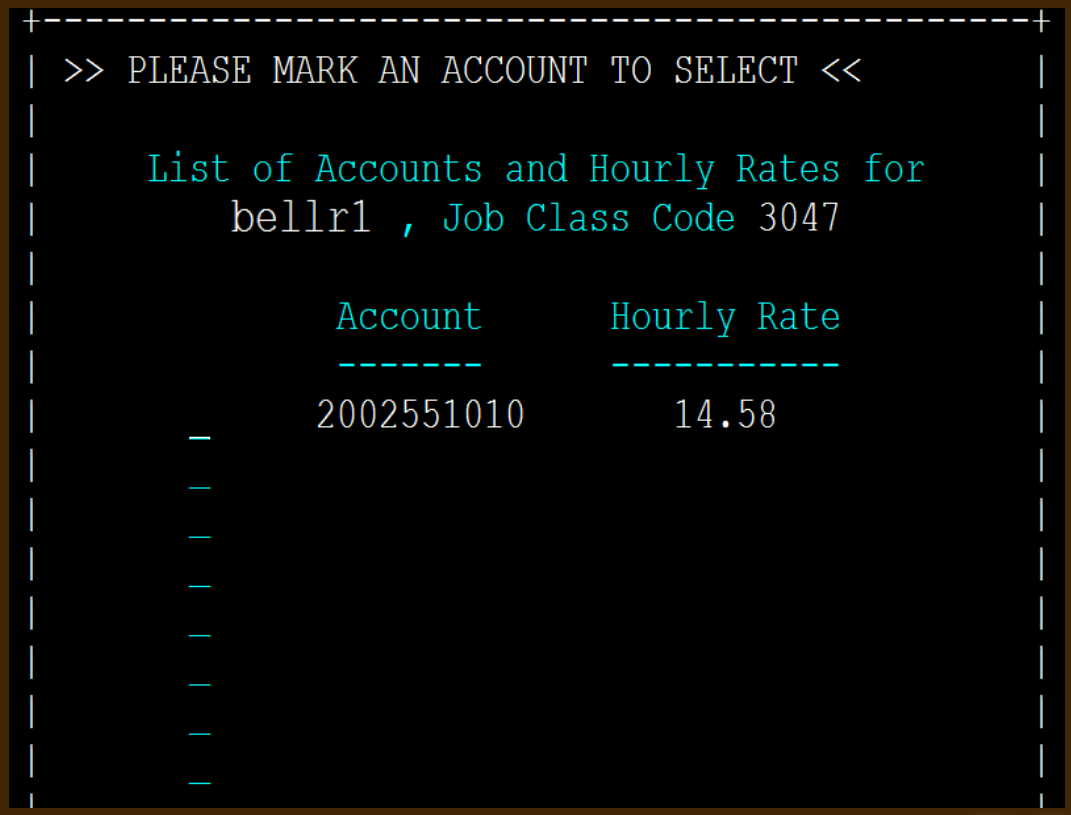


Enter the employee's EID, termination date, pay type, job class code, and number of hours to be paid.

If the employee's balances carry the employee through a university holiday, those hours should be included as holiday pay (HP).

OV6: Payment Request Worksheet

A pop-up window will be displayed with a list of the employee's hourly rate(s) for the accounts he/she is assigned for the job class code provided. Select the correct rate.



For more info, go to http://www.utexas.edu/hr/hrpro/appt/payment.html.

OV7: Professional Services Payment Document

This document is used to pay individuals who are classified as employees* of the university for professional services that are:

- Short-term (two weeks or less)
- Sporadic

If an employee is providing additional services to his employing department that are similar to his regular job duties, the OV7 is not the appropriate method of payment. Your HRS representative can be contacted for assistance.

*The Employee/Independent Contractor Classification Checklist (EICCC) will help make this determination. Both regular and casual employees are considered employees for this purpose.

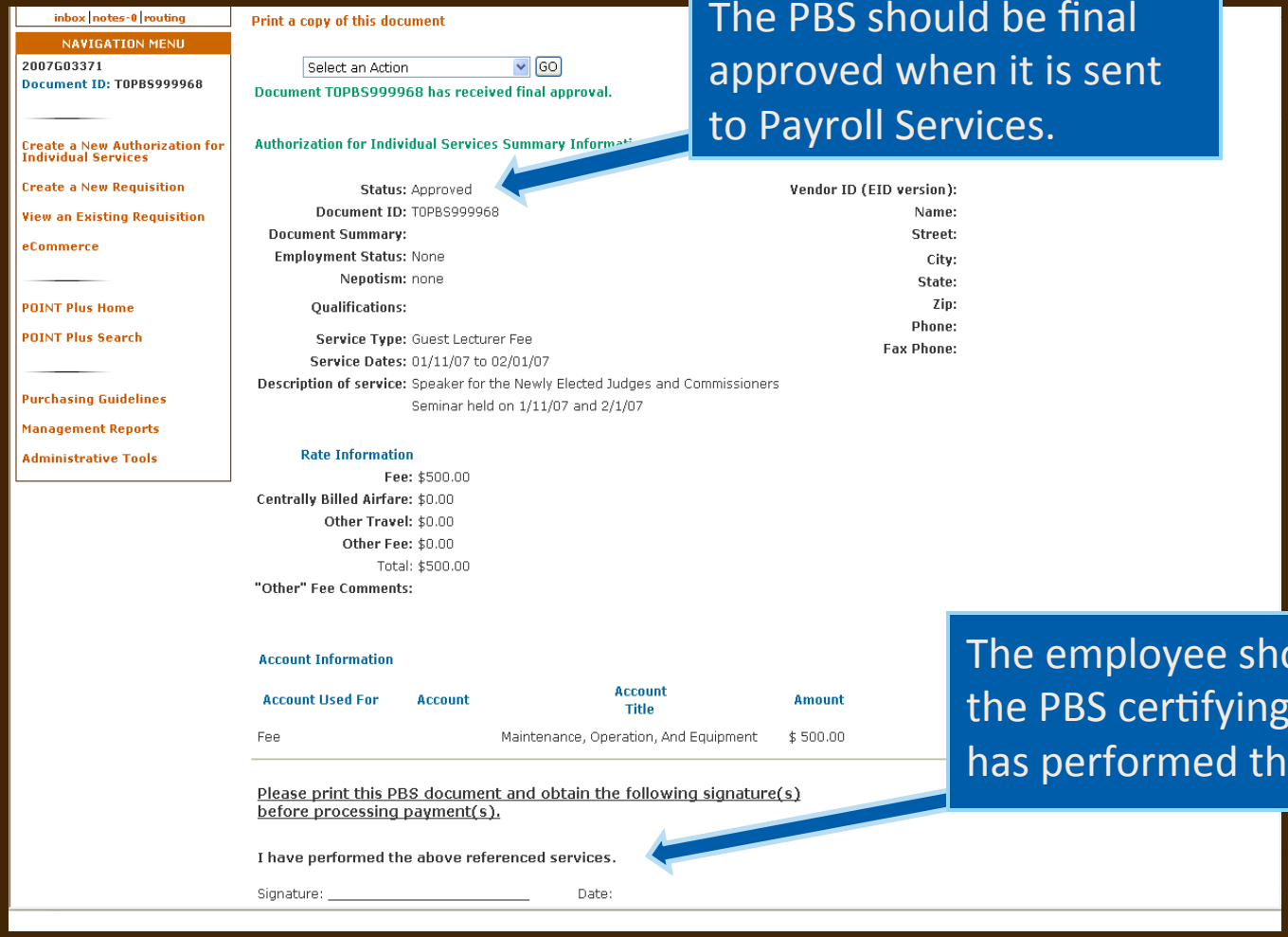
OV7: Required Documentation

Paying via the OV7 document requires that an Authorization for Individual Services (AIS) be processed. This is done electronically on a PBS document or on an APS paper version for grant accounts (26 account) and blanket approval requests. To process the payment, the following documentation must be sent to Payroll Services:

- **Printed (PRT) OV7 document**
- **Approved AIS/APS signed and dated by the employee after services are rendered**
- **Employee/Independent Contractor Classification Checklist for each employee paid on the OV7 document, or a blanket checklist when applicable**

Documentation must be received by **noon** on the **semi-monthly** deadline listed on the Payroll Services **Web site**.

Electronic PBS Document



inbox | notes-0 | routing

NAVIGATION MENU

2007G03371

Document ID: TOPBS999968

Create a New Authorization for Individual Services

Create a New Requisition

View an Existing Requisition

eCommerce

POINT Plus Home

POINT Plus Search

Purchasing Guidelines

Management Reports

Administrative Tools

Print a copy of this document

Select an Action GO

Document TOPBS999968 has received final approval.

Authorization for Individual Services Summary Informati

Status: Approved
Document ID: TOPBS999968
Document Summary:
Employment Status: None
Nepotism: none
Qualifications:

Service Type: Guest Lecturer Fee
Service Dates: 01/11/07 to 02/01/07
Description of service: Speaker for the Newly Elected Judges and Commissioners Seminar held on 1/11/07 and 2/1/07

Vendor ID (EID version):
Name:
Street:
City:
State:
Zip:
Phone:
Fax Phone:

Rate Information

Fee: $500.00
Centrally Billed Airfare: $0.00
Other Travel: $0.00
Other Fee: $0.00
Total: $500.00
"Other" Fee Comments:

Account Information

Account Used For	Account	Account Title	Amount
Fee		Maintenance, Operation, And Equipment	$ 500.00

Please print this PBS document and obtain the following signature(s) before processing payment(s).

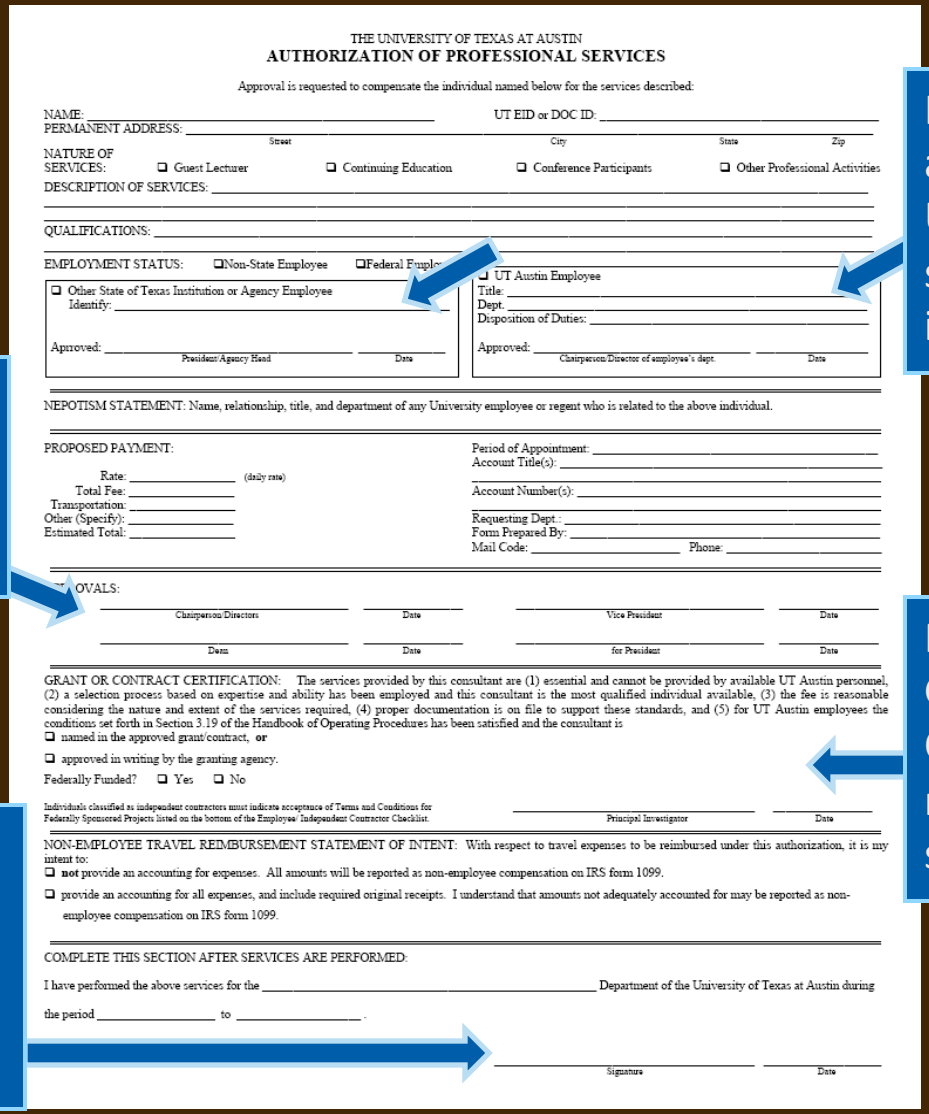
I have performed the above referenced services.

Signature: _____ Date:

The PBS should be final approved when it is sent to Payroll Services.

The employee should sign the PBS certifying he/she has performed the services.

Paper APS Form (26 accounts & blanket request)



THE UNIVERSITY OF TEXAS AT AUSTIN
AUTHORIZATION OF PROFESSIONAL SERVICES

Approval is requested to compensate the individual named below for the services described:

NAME: _____ UT EID or DOC ID: _____
PERMANENT ADDRESS: _____
Street City State Zip

NATURE OF SERVICES: ❑ Guest Lecturer ❑ Continuing Education ❑ Conference Participants ❑ Other Professional Activities

DESCRIPTION OF SERVICES: _____

QUALIFICATIONS: _____

EMPLOYMENT STATUS: ❑Non-State Employee ❑Federal Empl

❑ Other State of Texas Institution or Agency Employee
Identify: _____
Approved: _____ _____
President/Agency Head Date

❑ UT Austin Employee
Title: _____
Dept. _____
Disposition of Duties: _____
Approved: _____ _____
Chairperson/Director of employee's dept. Date

NEPOTISM STATEMENT: Name, relationship, title, and department of any University employee or regent who is related to the above individual.

PROPOSED PAYMENT:
Rate: _____ (daily rate)
Total Fee: _____
Transportation: _____
Other (Specify): _____
Estimated Total: _____

Period of Appointment: _____
Account Title(s): _____
Account Number(s): _____
Requesting Dept.: _____
Form Prepared By: _____
Mail Code: _____ Phone: _____

APPROVALS:
_____ _____ _____ _____
Chairperson/Directors Date Vice President Date
_____ _____ _____ _____
Dean Date for President Date

GRANT OR CONTRACT CERTIFICATION: The services provided by this consultant are (1) essential and cannot be provided by available UT Austin personnel, (2) a selection process based on expertise and ability has been employed and this consultant is the most qualified individual available, (3) the fee is reasonable considering the nature and extent of the services required, (4) proper documentation is on file to support these standards, and (5) for UT Austin employees the conditions set forth in Section 3.19 of the Handbook of Operating Procedures has been satisfied and the consultant is
❑ named in the approved grant/contract, **or**
❑ approved in writing by the granting agency.
Federally Funded? ❑ Yes ❑ No

Individuals classified as independent contractors must indicate acceptance of Terms and Conditions for Federally Sponsored Projects listed on the bottom of the Employee/ Independent Contractor Checklist.
_____ _____
Principal Investigator Date

NON-EMPLOYEE TRAVEL REIMBURSEMENT STATEMENT OF INTENT: With respect to travel expenses to be reimbursed under this authorization, it is my intent to:
❑ **not** provide an accounting for expenses. All amounts will be reported as non-employee compensation on IRS form 1099.
❑ provide an accounting for all expenses, and include required original receipts. I understand that amounts not adequately accounted for may be reported as non-employee compensation on IRS form 1099.

COMPLETE THIS SECTION AFTER SERVICES ARE PERFORMED:

I have performed the above services for the _____ Department of the University of Texas at Austin during the period _____ to _____.

_____ _____
Signature Date

A minimum of two signatures of approval are required.

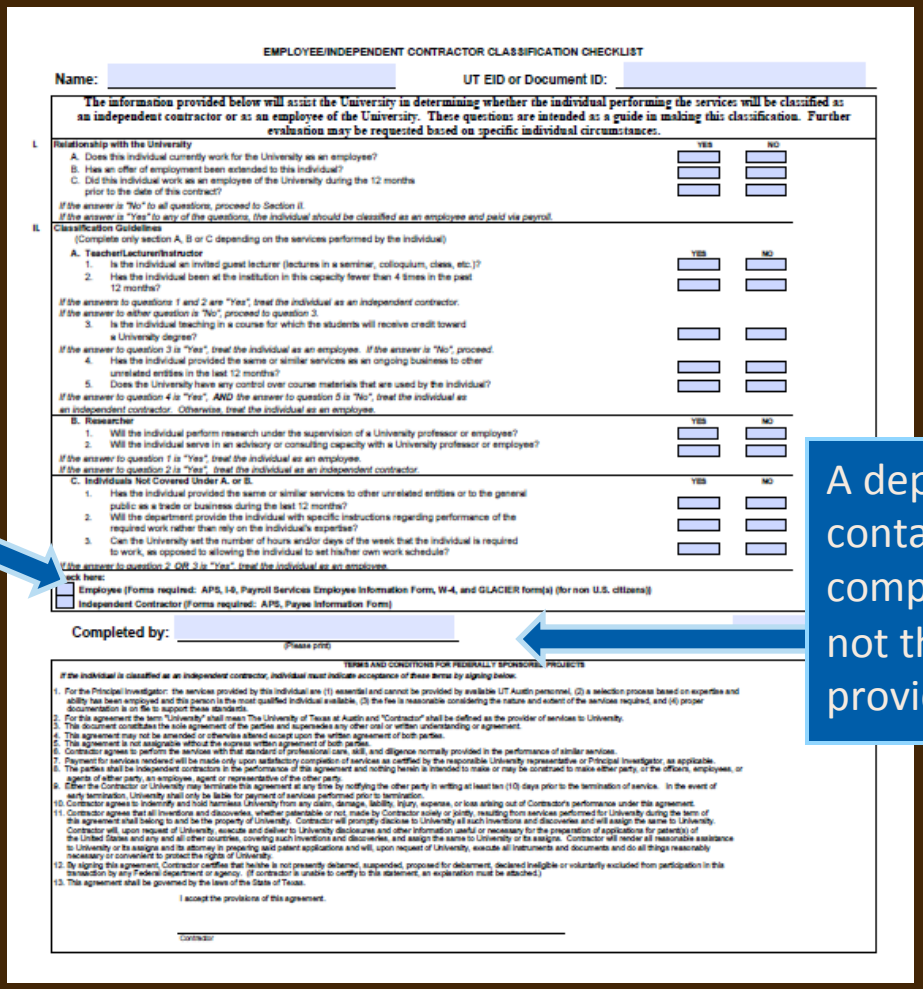
If the individual is assigned to a position at UT Austin or works for a state agency, a signature is required.

For grant accounts, the Grant/Contract Certification section must be completed and signed by the PI.

A signature is required after the individual has performed the services.

Employee/Independent Contractor Classification Checklist (EICCC)

If the Employee box on the EICCC is checked, this indicates payment should be processed through Payroll Services on an OV7 document.



EMPLOYEE/INDEPENDENT CONTRACTOR CLASSIFICATION CHECKLIST

Name: UT EID or Document ID:

The information provided below will assist the University in determining whether the individual performing the services will be classified as an independent contractor or as an employee of the University. These questions are intended as a guide in making this classification. Further evaluation may be requested based on specific individual circumstances.

I. Relationship with the University — YES / NO

A. Does this individual currently work for the University as an employee?
B. Has an offer of employment been extended to this individual?
C. Did this individual work as an employee of the University during the 12 months prior to the date of this contract?

If the answer is "No" to all questions, proceed to Section II.
If the answer is "Yes" to any of the questions, the individual should be classified as an employee and paid via payroll.

II. Classification Guidelines

(Complete only section A, B or C depending on the services performed by the individual)

A. Teacher/Lecturer/Instructor — YES / NO

1. Is the individual an invited guest lecturer (lectures in a seminar, colloquium, class, etc.)?
2. Has the individual been at the institution in this capacity fewer than 4 times in the past 12 months?

If the answers to questions 1 and 2 are "Yes", treat the individual as an independent contractor.
If the answer to either question is "No", proceed to question 3.

3. Is the individual teaching in a course for which the students will receive credit toward a University degree?

If the answer to question 3 is "Yes", treat the individual as an employee. If the answer is "No", proceed.

4. Has the individual provided the same or similar services as an ongoing business to other unrelated entities in the last 12 months?
5. Does the University have any control over course materials that are used by the individual?

If the answer to question 4 is "Yes", AND the answer to question 5 is "No", treat the individual as an independent contractor. Otherwise, treat the individual as an employee.

B. Researcher — YES / NO

1. Will the individual perform research under the supervision of a University professor or employee?
2. Will the individual serve in an advisory or consulting capacity with a University professor or employee?

If the answer to question 1 is "Yes", treat the individual as an employee.
If the answer to question 2 is "Yes", treat the individual as an independent contractor.

C. Individuals Not Covered Under A. or B. — YES / NO

1. Has the individual provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months?
2. Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise?
3. Can the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set his/her own work schedule?

If the answer to question 2 OR 3 is "Yes", treat the individual as an employee.

Check here:

☐ Employee (Forms required: APS, I-9, Payroll Services Employee Information Form, W-4, and GLACIER form(s) (for non U.S. citizens))
☐ Independent Contractor (Forms required: APS, Payee Information Form)

Completed by: (Please print)

TERMS AND CONDITIONS FOR FEDERALLY SPONSORED PROJECTS

If the individual is classified as an independent contractor, individual must indicate acceptance of these terms by signing below.

1. For the Principal Investigator: the services provided by this individual are (1) essential and cannot be provided by available UT Austin personnel, (2) a selection process based on expertise and ability has been employed and this person is the most qualified individual available, (3) the fee is reasonable considering the nature and extent of the services required, and (4) proper documentation is on file to support these standards.
2. For this agreement the term "University" shall mean The University of Texas at Austin and "Contractor" shall be defined as the provider of services to University.
3. This document constitutes the sole agreement of the parties and supersedes any other oral or written understanding or agreement.
4. This agreement may not be amended or otherwise altered except upon the written agreement of both parties.
5. This agreement is not assignable without the express written agreement of both parties.
6. Contractor agrees to perform the services with that standard of professional care, skill, and diligence normally provided in the performance of similar services.
7. Payment for services rendered will be made only upon satisfactory completion of services as certified by the responsible University representative or Principal Investigator, as applicable.
8. The parties shall be independent contractors in the performance of this agreement and nothing herein is intended to make or may be construed to make either party, or the officers, employees, or agents of either party, an employee, agent or representative of the other party.
9. Either the Contractor or University may terminate this agreement at any time by notifying the other party in writing at least ten (10) days prior to the termination of service. In the event of early termination, University shall only be liable for payment of services performed prior to termination.
10. Contractor agrees to indemnify and hold harmless University from any claim, damage, liability, injury, expense, or loss arising out of Contractor's performance under this agreement.
11. Contractor agrees that all inventions and discoveries, whether patentable or not, made by Contractor solely or jointly, resulting from services performed for University during the term of this agreement shall belong to and be the property of University. Contractor will promptly disclose to University all such inventions and discoveries and will assign the same to University. Contractor will, upon request of University, execute and deliver to University disclosures and other information useful or necessary for the preparation of applications for patent(s) of the United States and any and all other countries, covering such inventions and discoveries, and assign the same to University or its assigns. Contractor will render all reasonable assistance to University or its assigns and its attorney in preparing said patent applications and will, upon request of University, execute all instruments and documents and do all things reasonably necessary or convenient to protect the rights of University.
12. By signing this agreement, Contractor certifies that he/she is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. (If contractor is unable to certify to this statement, an explanation must be attached.)
13. This agreement shall be governed by the laws of the State of Texas.

I accept the provisions of this agreement.

Contractor

A departmental contact should complete the EICCC, not the individual providing the services.

OV7: Coversheet

```
>> You have created a new document <<
 *DEFINE        PROFESSIONAL SERVICES PAYMENT DOCUMENT - OV7        Year: 10 11
 Command: OV7     Account: 1902250210     Misc: _______________     Month: APR
 ================================================================================
 Status: CREATED             -- COVER SHEET --          Document ID: X0OV7998729

      Action: ___    Summary: 1902250210 PROFESSIONAL SVC VCHR 12152010 02212011

      Created: 04/28/11   by PRKES - SOWELL, KRISTINA E        Phone: 232-3519

      Service Dates: 12152010  Thru 02212011

      Account Number: 1902250210 Name: CLASSIFIED SALARIES
                       Budget Group: PAY -UT SYSTEM CAMPUSES SUPPORT- PAYROLL

      Sections:       _  1. Payment Request Worksheet
                      _  2. Coding of Transactions    (Optional)
                      _  3. Detailed Description      (Optional)

      Document Total Amount :
      Number of Transactions:
```

The service dates on the coversheet should reflect the dates of service. Service dates are modifiable when the worksheet has no transactions.

OV7: Payment Request Worksheet

```
>> YOUR TRANSACTION(S) HAVE BEEN UPDATED <<
 Action: ___    1. Professional Services Pay Worksheet   Section: 1 of 3
 ---------------------------------------------------------------------
 Account Number: 1902250210    Total Document Amount: 1000.00
                               Next Page Starting From: MOUSE, MICKEY M

                                                    Flat       From Thru
 UTEID        Employee's Name                       Rate       Date Date
 bellr1___    MOUSE, MICKEY M                        240.00    1215 1231
 bellr1___    MOUSE, MICKEY M                        460.00    0101 0131
 bellr1___    MOUSE, MICKEY M                        300.00    0201 0221
```

Enter the EID, the amount due, and the service dates.

A line cannot have dates that span more than one month. For example, services performed from Dec. 15th thru Feb. 21st would be broken down over three lines with dates of 1215 - 1231, 0101 - 0131, and 0201 - 0221.

If the employee provided a breakdown of services, calculate the corresponding amount due per month; if not, you can divide the payment over the months.

OVM Action Field Commands

NEW	Create a **NEW** document.
SEA	**SEARCH** for documents by entering specific criteria.
ROU	Display where the document has been **ROUTED.**
NOT	Display document **NOTES** and/or add a new **NOTE.**
CPY	**COPY** the document to create a new document.
FYI	Send document copy to a specific logon ID **FOR YOUR INFORMATION**.
PRT	**PRINT** the document.
VER	**VERIFY** the document is correct.
APP	**APPROVE** to sign the document and route forward.
FYA	Approve and route to a specific logon ID **FOR YOUR APPROVAL.**
DEL	**DELETE** the document.

Verify (VER)

```
>> Your document is verified as correct <<
 *DEFINE        PROFESSIONAL SERVICES PAYMENT DOCUMENT - OV7        Year: 10 11
 Command: OV7     Account: 1902250210     Misc: _______________     Month: MAR
 ================================================================================
 Status: CREATED              -- COVER SHEET --          Document ID: X0OV7999081

      Action: ver   Summary: 1902250210 PROFESSIONAL SVC VCHR 03022011 03062011

      Created: 03/30/11   by PRKES - SOWELL, KRISTINA E        Phone: 232-3519

      Service Dates: 12152010  Thru 02212011

      Account Number: 1902250210 Name: CLASSIFIED SALARIES
                       Budget Group: PAY -UT SYSTEM CAMPUSES SUPPORT- PAYROLL

      Sections:  X   X  1. Payment Request Worksheet
                     _  2. Coding of Transactions     (Optional)
                     _  3. Detailed Description       (Optional)

      Document Total Amount :          1,000.00
      Number of Transactions:                 3
```

Use **VER** to check the document for common errors and for completeness.

Approve (APP)

```
*DEFINE        PROFESSIONAL SERVICES PAYMENT DOCUMENT - OV7          Year: 10 11
Command: OV7      Account: __________      Misc: _______________      Month: APR
================================================================================
Status: CREATED              -- COVER SHEET --          Document ID: X0OV7998728

     Action: app   Summary: 1902250210 PROFESSIONAL SVC VCHR 04042011 04082011

     Created: 04/28/11    by PRKES - SOWELL, KRISTINA E          Phone: 232-3519

     Service Dates: 04042011  Thru 04082011

     Account Number: 1902250210 Name: CLASSIFIED SALARIES
                       Budget Group: PAY -UT SYSTEM CAMPUSES SUPPORT- PAYROLL

     Sections:  X    X  1. Payment Request Worksheet
                    _   2. Coding of Transactions     (Optional)
                    _   3. Detailed Description       (Optional)

     Document Total Amount :              100.00
     Number of Transactions:                   1
```

Use **APP** to route the document to the next desk in the routing sequence.

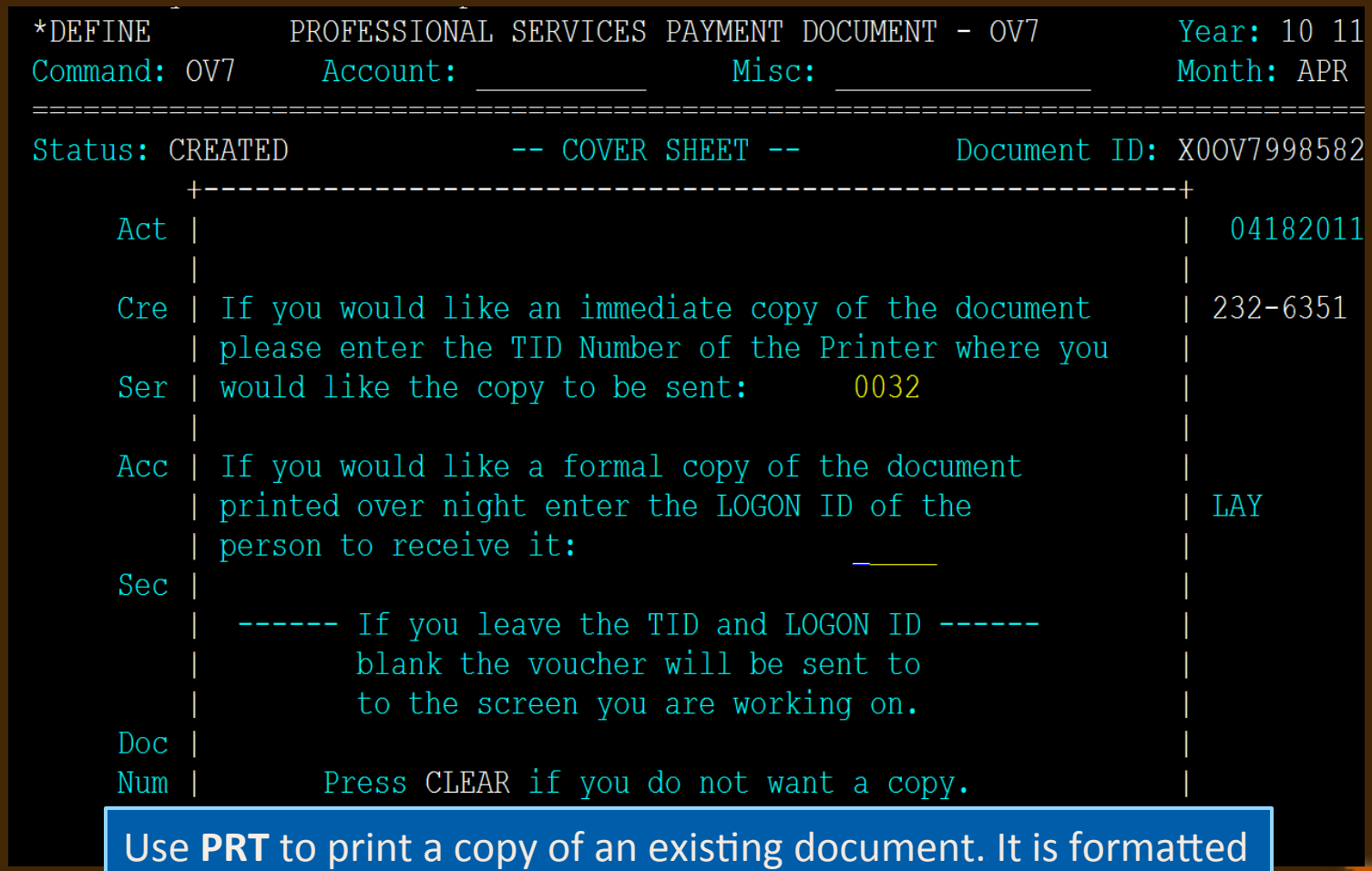
Routing (ROU)

```
*DEFINE              HOURLY PAYMENT DOCUMENT - OV1              Year: 10 11
Command: OV1     Account: _________     Misc: _______________     Month: APR
 +-------------------------------------------------------------------------+
 | >> This document has obtained all necessary approvals <<                |
 |                                                 View: 1 of 4            |
 |  The following people have seen this document:                          |
 |    Created   04/01/11  3:25 PM  PRSAH - HINKLE, SHARON A      475-7130  |
 |                          PAYROLL SERVICES   G0200                       |
 |    Approved  04/01/11  3:25 PM  PRSAH - HINKLE, SHARON A      475-7130  |
 |    Approved  04/04/11 11:06 AM  PRLS  - SAUCEDO, LESLIE P     471-7785  |
 |                                                                         |
 |                                                                         |
```

Use **ROU** to view a document's routing history and where it currently is within the approval process. The four different views will show you:

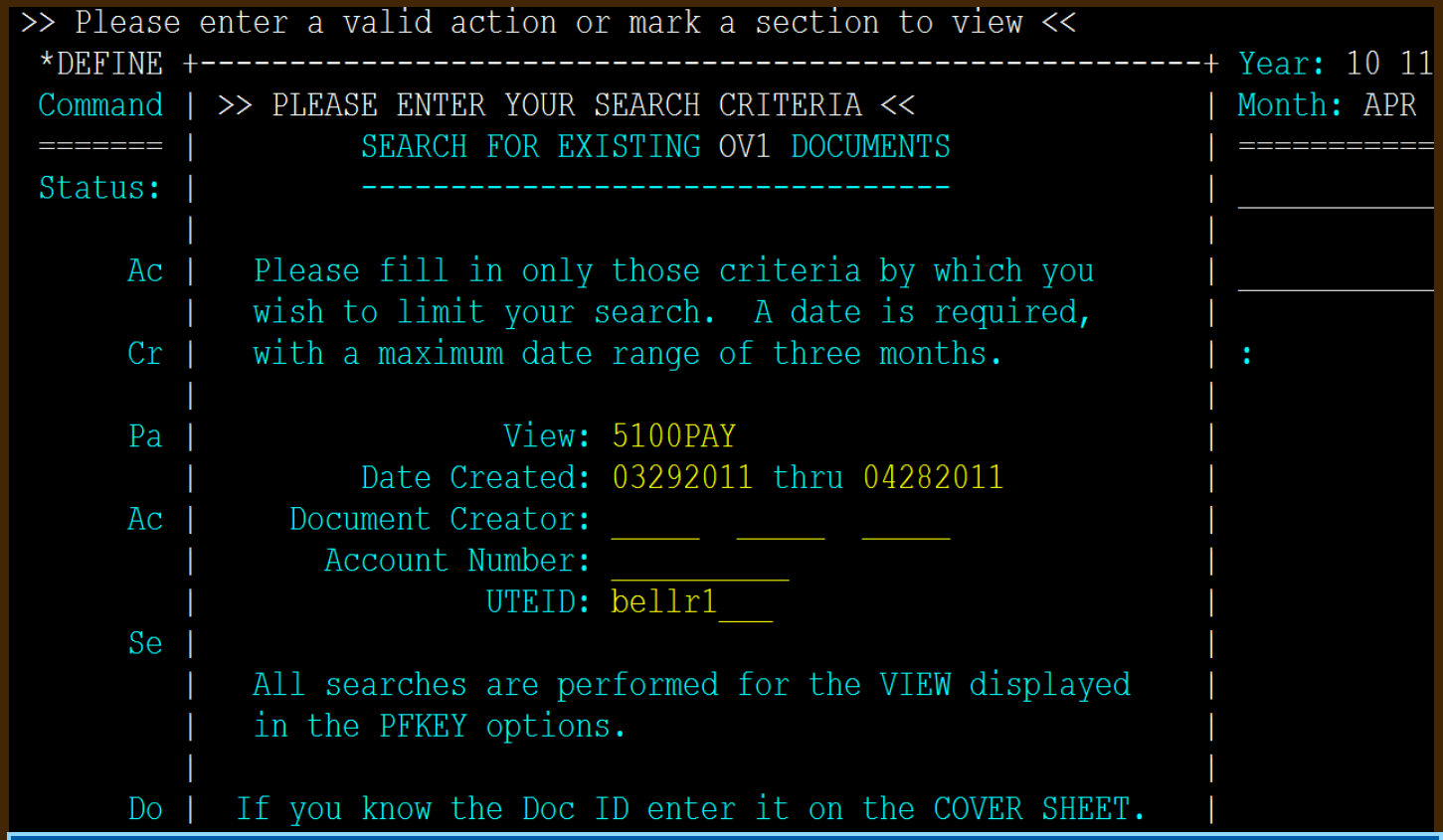
- **View 1:** Current routing, including names/logon IDs of approvers
- **View 2:** Breakdown of routing's history, including approvers' logon IDs, desks, and views
- **View 3:** Future routing
- **View 4:** Previous routing in the case that a document was returned to its creator

Print (PRT)



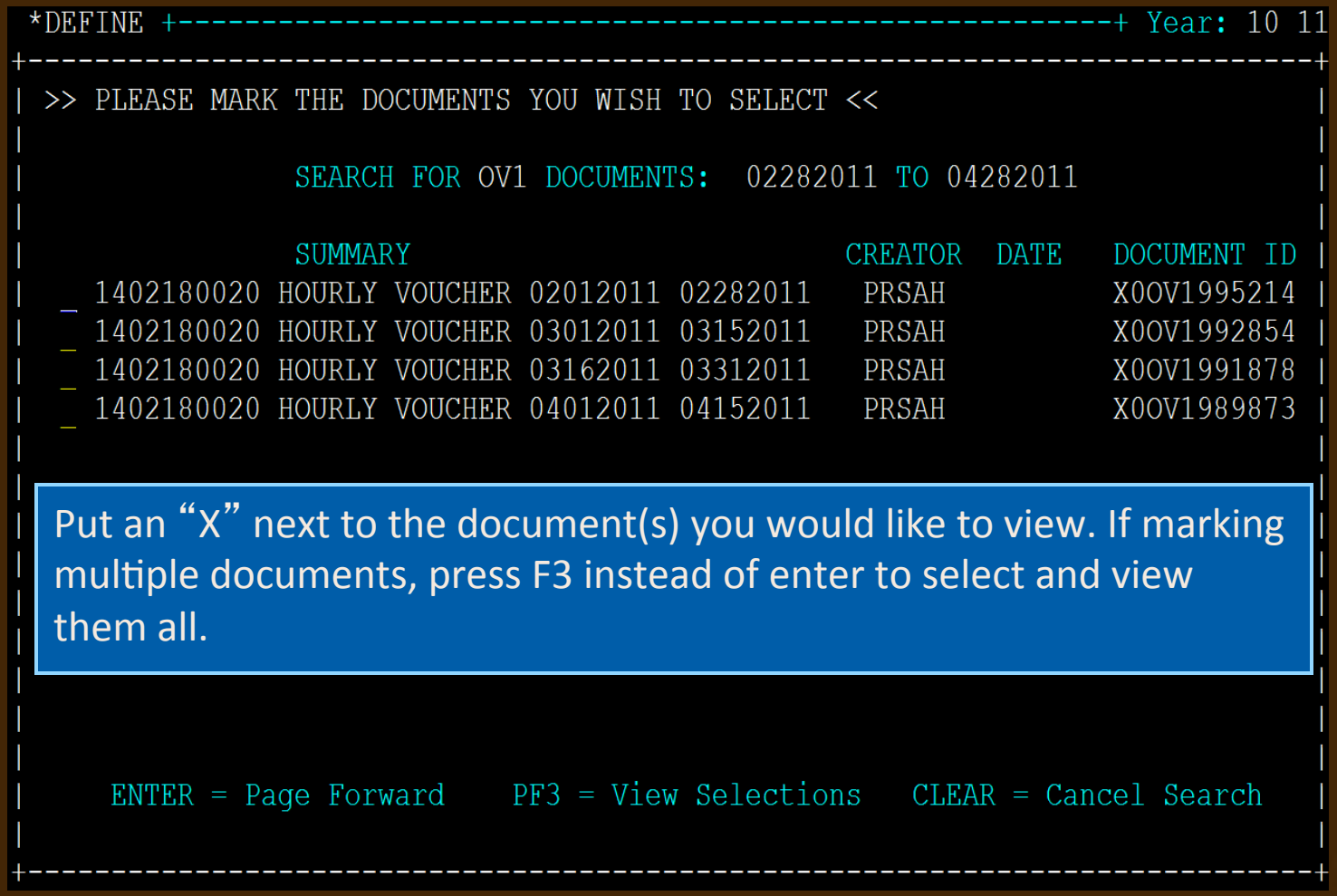
Use **PRT** to print a copy of an existing document. It is formatted to fit on one page and will include basic document information, such as the account number, dates, payees, gross amounts, and the detailed description.

Search (SEA)



Use **SEA** to search for previously created documents. Each search may be limited by entering the information known such as the document creator, EID, date created, or account number and leaving other fields blank. When the criteria is less specific, more documents will be found.

Search (SEA)


*DEFINE +----------+ Year: 10 11
>> PLEASE MARK THE DOCUMENTS YOU WISH TO SELECT <<
SEARCH FOR OV1 DOCUMENTS: 02282011 TO 04282011
SUMMARY CREATOR DATE DOCUMENT ID
_ 1402180020 HOURLY VOUCHER 02012011 02282011 PRSAH X0OV1995214
_ 1402180020 HOURLY VOUCHER 03012011 03152011 PRSAH X0OV1992854
_ 1402180020 HOURLY VOUCHER 03162011 03312011 PRSAH X0OV1991878
_ 1402180020 HOURLY VOUCHER 04012011 04152011 PRSAH X0OV1989873
Put an "X" next to the document(s) you would like to view. If marking multiple documents, press F3 instead of enter to select and view them all.
ENTER = Page Forward PF3 = View Selections CLEAR = Cancel Search

Common Error Messages

No employee record found

The individual does not have an established employee record.

Employee does not have a valid PO8 on file

The employee has not completed Paycheck Profile via UT Direct ***or*** the Payroll Services Employee Information (PSEI) form and Form W-4 have not been submitted and/or processed by Payroll Services.

Employee has not satisfied U.S. Immigration Requirements

The I-9 form has not been processed by HRS.

Common Error Messages

Appt dates not within doc dates

The employee is not appointed/assigned during the date range of the document.

Appt Comp code not equal to doc Comp code

The component code (a number that represents different UT campuses) for the OVM document is not the same as the employee's appointment/assignment component code. To have the code updated, email: prcst@austin.utexas.edu.

Common Error Messages on OV1 Documents

No appt found for this EID

Verify EID for accuracy and that there is an hourly appointment/assignment for the specified EID.

Appt must be "Active" in order to pay Work-Study

The employee's work-study appointment/assignment has not been reviewed and/or approved and properly coded by the Work-Study Office.

Common Error Messages on OV1 Documents

Employee's appt is not hourly

The employee is assigned to a position with a monthly pay type and cannot be paid on an hourly basis without an hourly appointment/assignment.

Employee has already received one payment on pending appt

The hourly appointment has not received final approval, and one payroll check has already been processed for this appointment/ assignment. A second payment cannot be processed until the assignment has been final approved.

Help for OVM Documents

F6 – You can press the F6 key within any OVM screen to view general information about that screen. The information is intended to provide guidance and basic steps to follow to complete a document.

F10 – Offers the names and phone numbers of the experts for the command. Press the F10 key, and enter the OVM command for which you would like to view the experts.

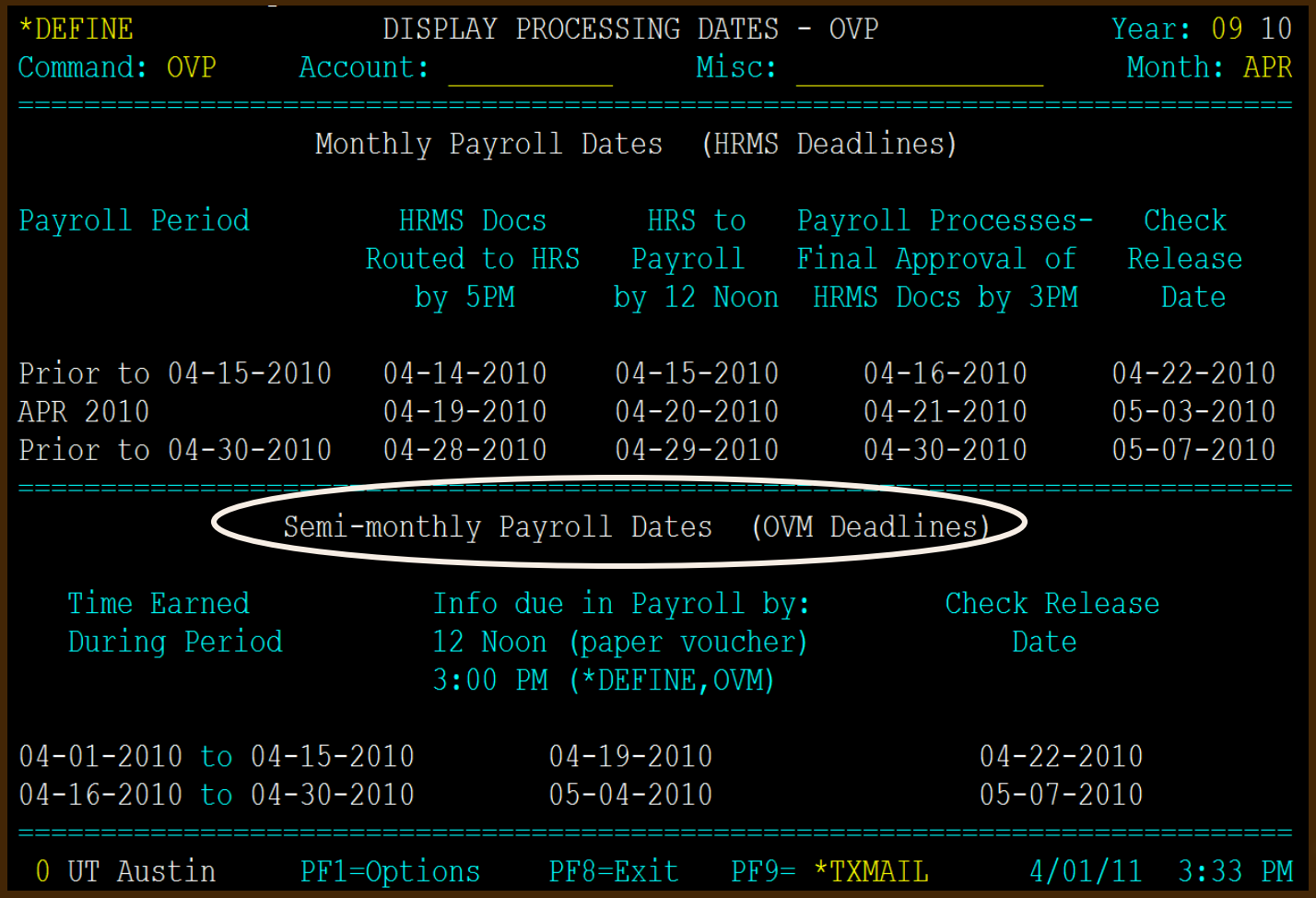
"?" (Field-level help) – You can type a "?" in a field to view specific information for that particular field within the OVM document. For a few fields (such as Action), this feature also lists other options available.

Payroll Deadlines

OVM documents are paid on the **semi-monthly paydays**. There are two semi-monthly payrolls per month and each represents a pay period. The first pay period begins on the first day of the month and ends on the fifteenth of the month, and the second pay period begins on the sixteenth day of the month and ends on the last day of the month. Payday is typically five business days after the pay period ends.

Departmental (Manual) Payroll Vouchers are also processed on the semi-monthly payrolls. These documents are paper vouchers that are submitted to Payroll Services when an electronic OVM document cannot be used.

Payroll Deadlines: Command OVP in *DEFINE



```
*DEFINE              DISPLAY PROCESSING DATES - OVP              Year: 09 10
Command: OVP     Account: _________     Misc: _______________     Month: APR
================================================================================
                  Monthly Payroll Dates  (HRMS Deadlines)

Payroll Period        HRMS Docs      HRS to   Payroll Processes-   Check
                    Routed to HRS   Payroll   Final Approval of   Release
                      by 5PM      by 12 Noon  HRMS Docs by 3PM     Date

Prior to 04-15-2010   04-14-2010    04-15-2010     04-16-2010     04-22-2010
APR 2010              04-19-2010    04-20-2010     04-21-2010     05-03-2010
Prior to 04-30-2010   04-28-2010    04-29-2010     04-30-2010     05-07-2010
================================================================================
              Semi-monthly Payroll Dates  (OVM Deadlines)

   Time Earned          Info due in Payroll by:        Check Release
   During Period        12 Noon (paper voucher)            Date
                        3:00 PM (*DEFINE,OVM)

04-01-2010 to 04-15-2010       04-19-2010                04-22-2010
04-16-2010 to 04-30-2010       05-04-2010                05-07-2010
================================================================================
 0 UT Austin     PF1=Options    PF8=Exit   PF9= *TXMAIL      4/01/11  3:33 PM
```

Payroll Deadlines: Online

Payroll deadlines can be found on the Payroll Services Web site at: http://www.utexas.edu/payroll/deadlines/index.html.

Payroll Deadlines: Online

Payroll Services

Current Payroll Deadlines and Check Release Dates

+ Monthly

- Semi-Monthly

Fiscal Year 2010-11 Semi-Monthly Payroll Dates through Aug. 31, 2011

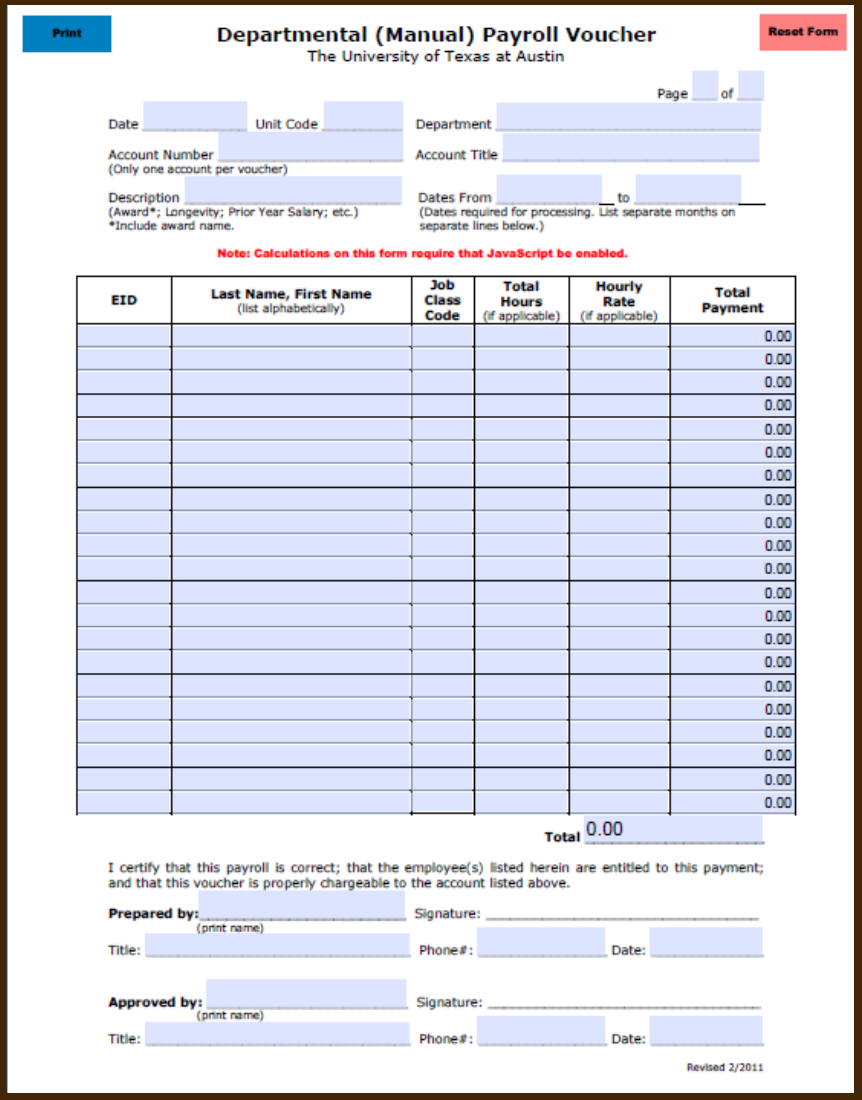
This semi-monthly payroll schedule applies to all electronic payroll documents (OV1, OV2, OV5, OV6, and OV7), **Departmental (Manual) Payroll Vouchers**, and supporting paper documentation for OV7 documents.

Time Earned During Period:	Documents Due:	Check Release Date:
Sept. 1-15, 2010	Friday, Sept. 17, 2010	Sept 22, 2010
Sept. 16-30, 2010	Monday, Oct. 4, 2010	Oct. 7, 2010
Oct. 1-15, 2010	Tuesday, Oct. 19, 2010	Oct. 22, 2010
Oct. 16-31, 2010	Tuesday, Nov. 2, 2010	Nov. 5, 2010
Nov. 1-15, 2010	Wednesday, Nov. 17, 2010	Nov. 22, 2010
Nov. 16-30, 2010	Thursday, Dec. 2, 2010	Dec. 7, 2010
Dec. 1-15, 2010	**Thursday, Dec. 16, 2010**	**Dec. 21, 2010**
Dec. 16-31, 2010	Tuesday, Jan. 4, 2011	Jan. 7, 2011
Jan. 1-15, 2011	**Tuesday, Jan. 18, 2011**	**Jan. 21, 2011**
Jan. 16-31, 2011	Wednesday, Feb. 2, 2011	Feb. 7, 2011
Feb. 1-15, 2011	Thursday, Feb. 17, 2011	Feb. 22, 2011
Feb. 16-28, 2011	Wednesday, Mar. 2, 2011	Mar. 7, 2011
Mar. 1-15, 2011	Thursday, Mar. 17, 2011	Mar. 22, 2011
Mar. 16-31, 2011	Monday, Apr. 4, 2011	Apr. 7, 2011
Apr. 1-15, 2011	Tuesday, Apr. 19, 2011	Apr. 22, 2011
Apr. 16-30, 2011	Tuesday, May 3, 2011	May 6, 2011
May 1-15, 2011	Tuesday, May 17, 2011	May 20, 2011
May 16-31, 2011	Thursday, June 2, 2011	June 7, 2011
June 1-15, 2011	Friday, June 17, 2011	June 22, 2011
June 16-30, 2011	Tuesday, July 5, 2011	July 8, 2011
July 1-15, 2011	Tuesday, July 19, 2011	July 22, 2011
July 16-31, 2011	Tuesday, Aug. 2, 2011	Aug. 5, 2011
Aug. 1-15, 2011	Wednesday, Aug. 17, 2011	Aug. 22, 2011
Aug. 16-31, 2011^	**Thursday, Sept. 1, 2011**	**Sept. 7, 2011**

Professional Services Payment Documents (**OV7**s) and supporting documentation, as well as **Departmental (Manual) Payroll Vouchers**, are due to Payroll Services by **noon**. All other **OVM** documents must be final approved by 3 p.m.

Paychecks will be available on the fifth workday after the close of the payroll period. Exceptions are unusual but sometimes necessary, and these dates are listed in **bold**.

Manual Payroll Voucher



Print

Departmental (Manual) Payroll Voucher
The University of Texas at Austin

Reset Form

Page ___ of ___

Date _____ Unit Code _____ Department _____

Account Number _____ Account Title _____
(Only one account per voucher)

Description _____ Dates From _____ to _____
(Award*; Longevity; Prior Year Salary; etc.)
*Include award name.
(Dates required for processing. List separate months on separate lines below.)

Note: Calculations on this form require that JavaScript be enabled.

EID	Last Name, First Name (list alphabetically)	Job Class Code	Total Hours (if applicable)	Hourly Rate (if applicable)	Total Payment
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Total 0.00

I certify that this payroll is correct; that the employee(s) listed herein are entitled to this payment; and that this voucher is properly chargeable to the account listed above.

Prepared by: _____ Signature: _____
(print name)

Title: _____ Phone#: _____ Date: _____

Approved by: _____ Signature: _____
(print name)

Title: _____ Phone#: _____ Date: _____

Revised 2/2011

A Departmental (Manual) Payroll Voucher is required for nonstandard payments.

Fill it out online:
http://www.utexas.edu/payroll/forms/voucher.pdf

Most Common Nonstandard Payment Types

- Retroactive hourly rate increase
- Prior year salary (monthly & hourly)
- Holiday pay for non-benefits eligible monthly employees
- Retroactive longevity pay
- Employee awards

Retroactive Hourly Rate Increase

The assignment change for the new hourly rate must be final approved before a manual voucher is completed.

The difference between the new and old rates will be the hourly rate on the voucher. For multiple months, payment information must be listed on separate lines.

The voucher must be received in Payroll Services no later than **noon** on the semi-monthly deadline.

Prior Fiscal Year Salary

When an employee is due salary based on an hourly or monthly assignment in a previous fiscal year, a manual voucher must be submitted to pay the employee after the assignment is final approved.

The form must be received in Payroll Services no later than **noon** on the semi-monthly deadline. For other types of prior fiscal year payments, please contact Payroll Services for guidance.

Holiday Pay for Non-Benefits Eligible Monthly Employees

If a monthly assigned employee does not receive pay for a holiday because he/she is non-benefits eligible, but he/she works all of the assigned hours for the week where the official university holiday occurred, then the employee should be paid for the holiday.

A manual voucher should be processed and sent to HRS along with a copy of the timesheet(s) for approval.

Please allow time for HRS processing so the paperwork can be reviewed and subsequently submitted to Payroll Services prior to the noon deadline.

Retroactive Longevity Pay

In order to receive longevity pay, an employee must be assigned full-time on the first day of the month in a non-temporary position, not be on leave, and have at least two years/24 months of state service.

Delays or errors in processing employee assignments can prevent longevity from paying out, and this retroactive amount will not automatically reprocess.

Questions as to whether or not an employee is due longevity can be directed to HRS. If it is determined that longevity is due to the employee, a manual voucher should be processed and submitted to HRS. They will then forward approved paperwork to Payroll Services for payment processing.

Employee Awards

Payroll Services processes award payments for employees who have been selected as the winner of an award based on their performance as a university employee. As noted in the Handbook of Business Procedures, Part 9.2.1.E.1., "awards paid to employees must be part of an authorized awards program that has been approved in advance by the applicable dean or vice president."

Student awards that are based on the awardee's role as a student, not his/her role as an employee, should be paid through the Office of Accounting, not Payroll Services, as these awards are not considered employee compensation.

Employee Awards

In order to process an award payment, Payroll Services must have a letter on file that has been signed by the dean or vice president of the awarding college or department. The letter should include the following information:

- Award name
- Selection criteria
- Frequency
- Amount
- Account number

The manual voucher must be received by **noon** on the semi-monthly deadline. A copy of the approval letter may also accompany the voucher. If it is necessary that payment be issued as a physical check for presentation, then a letter signed by the dean/director indicating who will pick up the check is required.

Thank you for viewing this presentation!

For more information, contact:

Payroll Services

512-471-5271

pr.pmt@austin.utexas.edu

http://www.utexas.edu/payroll/