1/11/2021 Announcement regarding Enhanced Payroll Register Process

Pitt Worx is a cloud-based system launched on January 4, 2021 that replaced the functionality of PRISM. You may have been granted the **Department Administrator role** in Pitt Worx which includes an additional new responsibility to access and review Payroll Registers for your specific area before the payroll process is complete. We want to let you know more about enhancements to the Payroll Register process as this will help you ensure your department's payroll results are timelier and more accurate.

Payroll Registers are now available to be previewed one day earlier, and departments can make changes directly in Pitt Worx. Please refer to the payroll monthly functional calendar for updated monthly times and dates that the Payroll Register preview will be available. These process improvements should reduce the need to submit service requests for exception processing (i.e. quick pay/off-cycle checks, reversals, or pay adjustments). There will be no service fees charged to departments for updates made directly in Pitt Worx during the established Payroll Register preview period.

In order to ensure an accurate payroll, follow these instructions to utilize the new preview register and employee information update processes in Pitt Worx:
- **Detailed instructions on running Payroll Registers can be found** here.
- **How to update employee information to ensure an accurate payroll during the payroll register preview period.**
  - Most errors found during the preview period can be corrected and approved through Pitt Worx. Examples would be a late timecard, salary change, and missed termination. Once the employee information has been approved through Pitt Worx, simply notify your Payroll Representative with the employee name, employee number, and the approved action, within the established deadlines, and they will reprocess to correct payment.
- **How to run the Final Payroll Register.**
  - Once the preview period has ended, you can review the Final Payroll Register. Visit this page for instructions.
  - You must print the last page of your Final Payroll Register, sign and date for auditing purposes.
- **How to update employee information after the payroll register preview period has ended or during the final payroll register review period.**
  - If employee information must still be corrected, the action must still be submitted and approved through Pitt Worx. Once approved, submit an inquiry to HR Client Services by choosing **Payroll** then selecting one of the three **new** options: **Service Request**, **Pay Adjustment**, or **Reversal.** See more information in the Department Administrator Glossary. A service fee is charged to the department for exception processing if an off-cycle payment is required.

Resources
- Refer to this prerecorded webinar for assistance with running Payroll Registers in Pitt Worx.
- Quick Access instructions on running Payroll Registers can be found here.

Other important information:
- The Payroll Department will notify Department Administrators when Payroll Preview, Final, and QuickPay Registers are available, as well as the timeframe for updating employee information.
- The Payroll Department will waive service fees during the month of January 2021 as a courtesy to allow you to familiarize yourself with the new process during this transitional period.
- For questions about Payroll Register access, contact your RC or School Administrator. For general questions related to Payroll Registers, submit an inquiry to HR Client Services.

Thank you,

The University of Pittsburgh Payroll Department