Payroll Briefing for Finance and Audit Committee

October 24, 2018

Department Overview

Payroll Services is comprised of five teams in three general domains: Client Service, Operations and System Processing

Employee Client Service: 10 Employees
Customer Service Call Center (CS) – 6
Time Keeper Central (TKC) – 4

Operations: 11 Employees
Compliance – 4
Time and Attendance Correction (TAC) – 4
Management – 3

System Processing – 3 Employees
Payroll System Administration (PSAG) -3

- Payroll Services processed 976,111 payments to employees in FY18.
- Funds each payroll cycle are transmitted to an average of 784 separate financial institutions.
- Payroll System has 250 distinct active earnings codes that distinguish the type of earnings being processed.

- Chicago Public Schools is the 2nd largest employer in the City of Chicago.
- Bi-weekly payroll processing takes 3 business days to complete (38K+ employees – 2 separate payroll runs).

PayrollPayroll teams review and make corrections to employees pay based upon output from 55 different system generated reports and 20-30 adhoc reports run each period including :

High Earnings, Over Standard Hours, Time after Termination, Weekend Hours Submitted

- 1,600 – 1,800 Time & Labor exceptions are addressed by TAC staff bi-weekly to ensure employees are paid correctly.
-

Chicago Public

Process Improvements

KRONOS Timekeeper System

- In conjunction with several other departments across the organization (Talent, Facilities, SSC, Nutrition Support, Safety & Security), we have developed a timekeeping task force.
- Working with our vendor Kronos, we have been able to introduce changes to our system to improve efficiency and accuracy of timecards.
- Additional timekeeping enhancements are being addressed and should be available district wide by the end of the fiscal year.

Process Improvements

PeopleSoft HRMS System

- Primary projects being addressed this fiscal year will focus on review and recalibration of our Time and Labor system and rules as well as enhancements to the retroactive pay process.
- Regular maintenance activities that occur throughout the year include testing and applying approximately 5 tax updates, assisting with Open Enrollment testing and year end processing of W2 tax forms for all employees.