








1. Does your organization operate a centralized or decentralized payroll function?

		Response Percent	Response Count
Centralized		95.3%	41
Decentralized		2.3%	1
Other - please specify in comments		4.7%	2
	Other (please specify)		2
answered question			43
skipped question			0




2. How many W2s does your institution issue on average in the last 3 years?

		Response Percent	Response Count
0-1,000		25.6%	11
1,000-2,500		37.2%	16
2,501 - 5,000		16.3%	7
5,001 - 7,500		9.3%	4
More than 7,501		11.6%	5
	Other (please specify)		1
answered question			43
skipped question			0






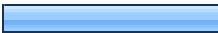



3. How many FTEs are in your (central) payroll staff? Payroll being defined as all things payroll related realizing that some payroll staff may work for HR and perform HR functions.

		Response Percent	Response Count
1		23.3%	10
2		37.2%	16
3		14.0%	6
4		11.6%	5
5		4.7%	2
6		4.7%	2
7		0.0%	0
More than 7		4.7%	2
Other Comments			6
answered question			43
skipped question			0





4. Does the payroll staff report to:

		Response Percent	Response Count
Finance		69.0%	29
HR		23.8%	10
Other - Please specify in Comments		7.1%	3
Comments			6
answered question			42
skipped question			1

5. Please check all the responsibilities, besides payroll processing, the payroll staff is responsible for. Please note in comments which function performs these responsibilities if it is not the payroll staff.

		Response Percent	Response Count
Benefit Remittance		55.8%	24
Tax Filing and Payments		90.7%	39
W2 Processing and Issuance		93.0%	40
Reconciliation of Payroll Liability Accounts		58.1%	25
Work-Study		55.8%	24
Pre-Tax Transit Programs		32.6%	14
Oversee/Process Uploading Payroll Costs to the GL		62.8%	27
Other		9.3%	4
Comments		39.5%	17
answered question			43
skipped question			0

6. Do you provide departments with detailed payroll cost data online?

		Response Percent	Response Count
Yes		20.9%	9
No		72.1%	31
Other - Please provide additional information in the comment box.		4.7%	2
Other (please specify)		11.6%	5
answered question			43
skipped question			0

1. Does your organization operate a centralized or decentralized payroll

Other (please specify)

1	A central office processes all transactions but these transactions are initiated all over campus.	Dec 10, 2010 7:20 PM
2	Mostly centralized but time collection/entry and some transactional payroll at 7 regional Business Centers	Dec 10, 2010 10:04 PM

2. How many W2s does your institution issue on average in the last 3 years?

Other (please specify)

1	includes approximately 600 student workers	Dec 10, 2010 7:45 PM
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3. How many FTEs are in your (central) payroll staff? Payroll being defined as

Other Comments

1	student employee general office .5FTE	Dec 10, 2010 7:04 PM
2	The HR Director does monthly payroll (salaried employees), the Director of Student Accounts does the biweekly student payroll, and the Business Office Manager does the biweekly hourly staff payroll.	Dec 10, 2010 7:09 PM
3	One does actual payroll	Dec 10, 2010 8:42 PM
4	really 1.5	Dec 10, 2010 8:52 PM

3. How many FTEs are in your (central) payroll staff? Payroll being defined as

Other Comments		
5	1 FTE for fac/staff payroll .75 FTE for stdt payroll 2 FTE for HR	Dec 10, 2010 9:45 PM
6	8	Dec 10, 2010 10:04 PM

4. Does the payroll staff report to:

Comments		
1	Both	Dec 10, 2010 7:02 PM
2	The P/R staff who does regular faculty and staff P/R reports to HR. The P/R staff who does student P/R reports to Accounting.	Dec 10, 2010 7:03 PM
3	We are a small office so they report to Finance, HR, and Student Accounts.	Dec 10, 2010 7:09 PM
4	Both; Payroll reports to Finance, and HR (benefits, new employees, wages, etc to HR.	Dec 10, 2010 8:42 PM
5	was finance until recently	Dec 10, 2010 8:52 PM
6	stdt payroll reports to financial aid	Dec 10, 2010 9:45 PM

5. Please check all the responsibilities, besides payroll processing, the payroll

Comments		
1	They also upload positions for student payroll	Dec 10, 2010 6:50 PM
2	student payroll is processed by payroll, job assignments and eligibility through Financial Aid	Dec 10, 2010 6:54 PM
3	Benefit remittance - HR	Dec 10, 2010 6:55 PM
4	benefits - handled by asst dir of HR reconciliations - performed by finance staff	Dec 10, 2010 7:01 PM
5	Tax filing, W-2's, and GL processing are done by the Comptroller. We don't have a pre-tax transit program.	Dec 10, 2010 7:01 PM
6	Staff processes all work-study checks, w-2's, w-4's, i-9's, but Financial Aid advertises jobs, and departments interview students for open positions. The software handles the upload to GL, based on the employee's position. payroll staff handles the pre-tax dependent care and medical reimbursements	Dec 10, 2010 7:02 PM
7	ADP does taxes and W-2s. Accounting does reconciliation and uploading. Financial Aid does work-study.	Dec 10, 2010 7:03 PM
8	Payroll is outsourced, so W-2's and reports and filings are done by outside provider; payroll checks the work done by HR on benefits and A/P issues the checks	Dec 10, 2010 7:03 PM
9	HRIS system maintenance/upgrade, new state ID registration,	Dec 10, 2010 7:04 PM
10	Flexible Spending accounts	Dec 10, 2010 7:09 PM
11	Reconciliations-Finance Work-Study-Financial Aid	Dec 10, 2010 7:14 PM
12	This department should do more.	Dec 10, 2010 7:27 PM

5. Please check all the responsibilities, besides payroll processing, the payroll

Comments		
13	Assist with preparing journal entries to move work-study students around.	Dec 10, 2010 8:06 PM
14	Our payroll is outsourced, so W-2's and tax filing/payment is done by our service provider, but our payroll administrator is responsible for review and reconciliation. Our 2nd staff member spend 1/2 time on payroll and is responsible for adding/deleting workstudy students and maintaining the web based time keeping system for all students/non-exempt employees.	Dec 10, 2010 8:21 PM
15	non-resident alien compliance	Dec 10, 2010 9:06 PM
16	HR is supposed to handle Benefit Remittance and Reconciliation of Payroll Liability Accounts (with which they often need assistance from Accounting staff). Controller oversees uploading of Payroll costs to the GL. We do not have Pre-tax Transit Programs.	Dec 10, 2010 9:20 PM
17	All individual tax compliance and reporting including 1098T's.	Dec 11, 2010 12:49 PM

6. Do you provide departments with detailed payroll cost data online?

Other (please specify)		
1	summary only, no detail by employee.	Dec 10, 2010 7:02 PM
2	We provide a customized report that details salary and fringe cost per pay period by employee by department	Dec 10, 2010 8:12 PM
3	Payroll expenses are posted directly to each department on a monthly basis. Supervisors are able to view annual salary information for employees under their supervision, but with the exception of timecards which must be approved by supervisors, detailed information for each payroll (earnings, and deductions) is only available to the employee, payroll, and HR.	Dec 10, 2010 8:21 PM
4	Departments have online access to aggregate dollar totals but not a person-by-person breakdown.	Dec 10, 2010 9:20 PM
5	If at the right level, they can access payroll transactions through the G/L, on line.	Dec 10, 2010 11:46 PM