



## Memorandum

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To: All MSU HR Directors

Re: Business Process Review New Summer Session Payroll

From: BPR Summer Session Implementation Team

Date: June 6, 2007

As you know, MSU has been involved in a Business Process Review with the goal of enhancing all of the University's business process that fall under Administration and Finance. The BPR teams have reviewed all business processes and have made recommendations for process changes.

The Business Process Review Payroll Team recommended a process change to the MSU summer session payrolls. In the past, summer session was processed on a separate paycheck for accounting and budgeting reasons. As a best practice, the Payroll Team recommended processing summer session pay with other earnings on a single paycheck and dealing with the accounting needs differently.

The Summer Session Implementation team has been busy working to make this a reality. As a result of the past 18 months of research and testing conducted on all four campuses, we are now ready to roll out the new summer session process.

### Results of this process:

- Payroll/benefits personnel will no longer process separate and additional payrolls for summer session.
- Third- Party vendor payments should be easier to reconcile.
- Faculty and Graduate students appointed for summer session will receive one paycheck for pay periods where the AY and summer sessions overlap.
- The Controller's Office will continue to process journal entries as they have in the past to reverse benefit deductions
- Campus Admin Staff will see no noticeable change in the way they process their summer session paperwork.
- Pay statements and payroll reports should reflect the correct year-to-date totals.

If you have any questions feel free to contact the following members of the Summer Session Implementation Team.

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