Florida A & M University
Office of Human Resources

HR OPERATING POLICY-PROCEDURE

Procedure No. HR – 2008

Subject: Running the Cost Center Report	
Authority: Sections 1001.74 and 1001.75 and Chapter 1012, Florida Statute; FAMU BOT Policy: 2005-19	Effective Date: 9/1/2019
Revision(s)	4/7/2020
Related References	
Purpose	To outline the process for department representatives to view the bi-weekly Cost Center Report.
Signature of Approving Authority	

1.0   General Procedure

On Wednesday of payroll calculation week, review the Cost Center Report to ensure that pay rates for the department's employees are correct. By noon on Wednesday of pay week, print and review reported hours for department personnel. Where possible, make the necessary corrections to time entry/approvals or submit an email to Time & Attendance to make necessary adjustments/corrections.

The Cost Center Report has a certification statement that must be signed by the Department Head attesting to the accuracy of the payroll. The department is required to maintain a file copy of the certifications. Human Resources, Audit or the State of Florida Auditor General's office may conduct reviews at random intervals to ensure compliance.

2.0   Responsibilities

A. **Department -** Responsible for printing, reviewing and maintaining a file copy of report within their respective area. Cost Center Report is available on Wednesday of each pay week.

B. **Department Head** - Responsible for reviewing and signing the Cost Center Report.

3.0   Late Entry of Hours Worked/Leave Taken

During each biweekly payroll processing period, the employee is responsible for entering hours worked and leave taken in iRattler. The Supervisor is responsible for approving hours worked and leave taken in iRattler.

If an employee miss the time entry deadline, the Supervisor and/or Employee can enter the time that was not entered in iRattler within two (2) pay periods. If the employee is beyond the two pay period timeframe, the Supervisor or Departmental Rep must work through HR (Time & Attendance) to modify the time reported.

4.0   Process Steps

1. **Log into iRattler**
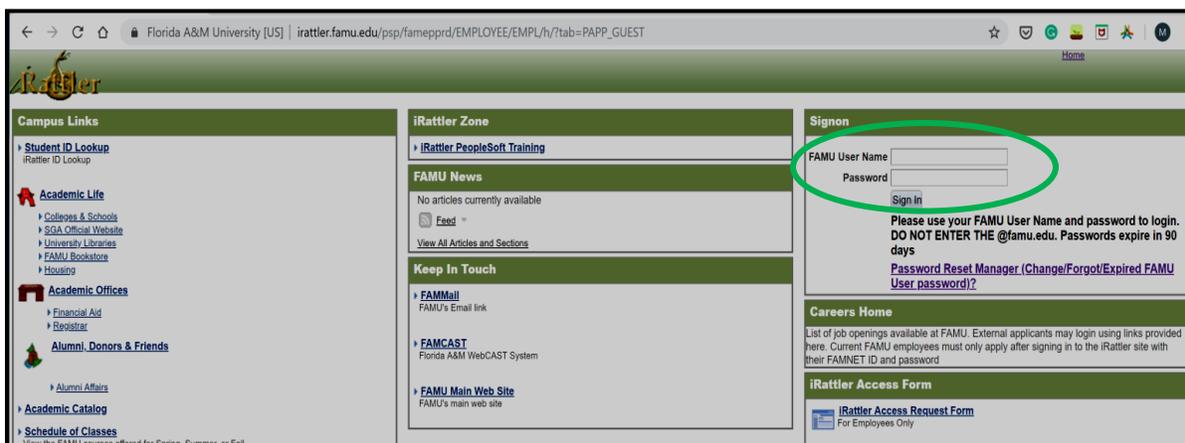
2. **Click on iRattler Human Resources under iRattler Applications**.
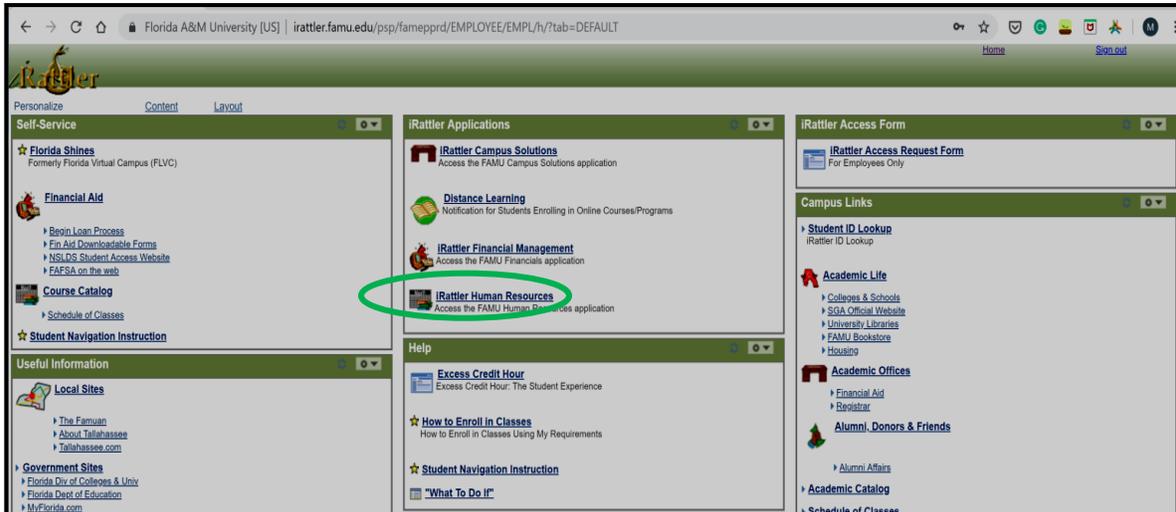
3. A new window will appear. Click on the NavBar icon in the top right.
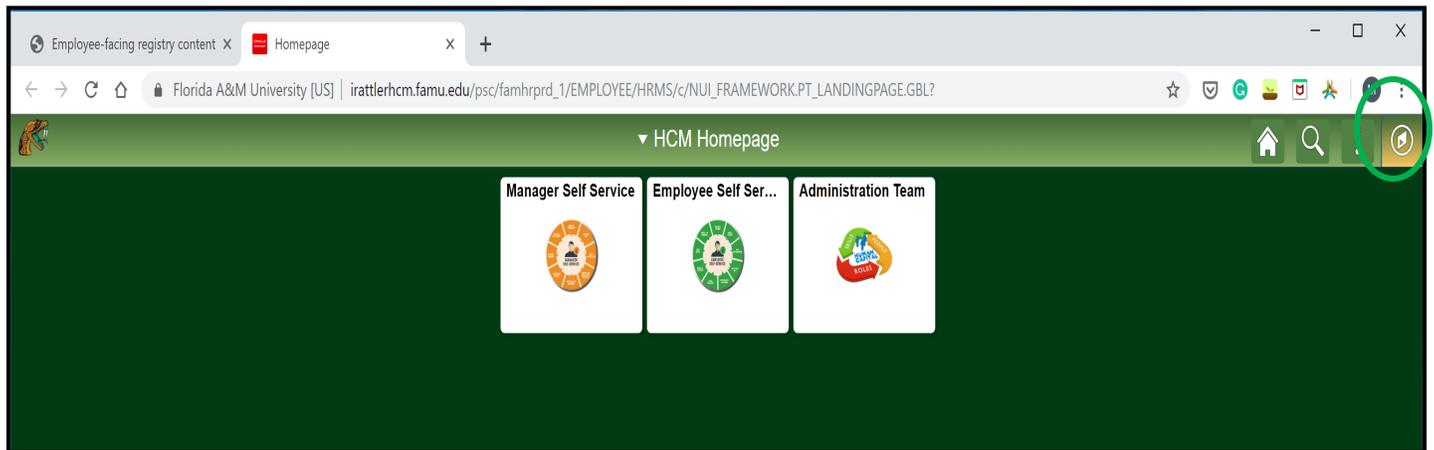
4. Click Navigator

5. Click FAM TL Menu
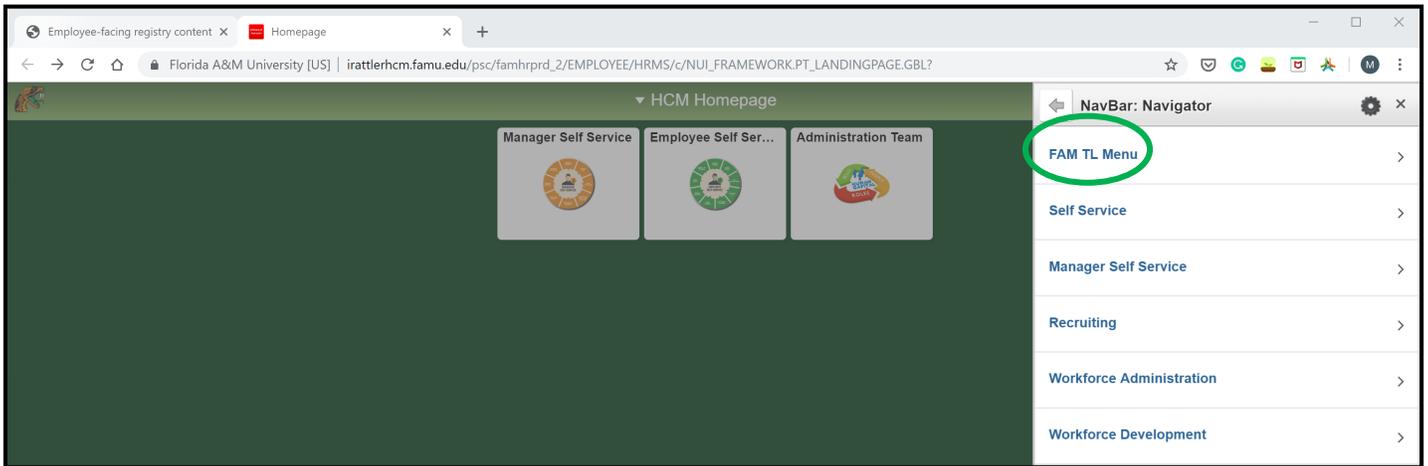
6. Click Reports
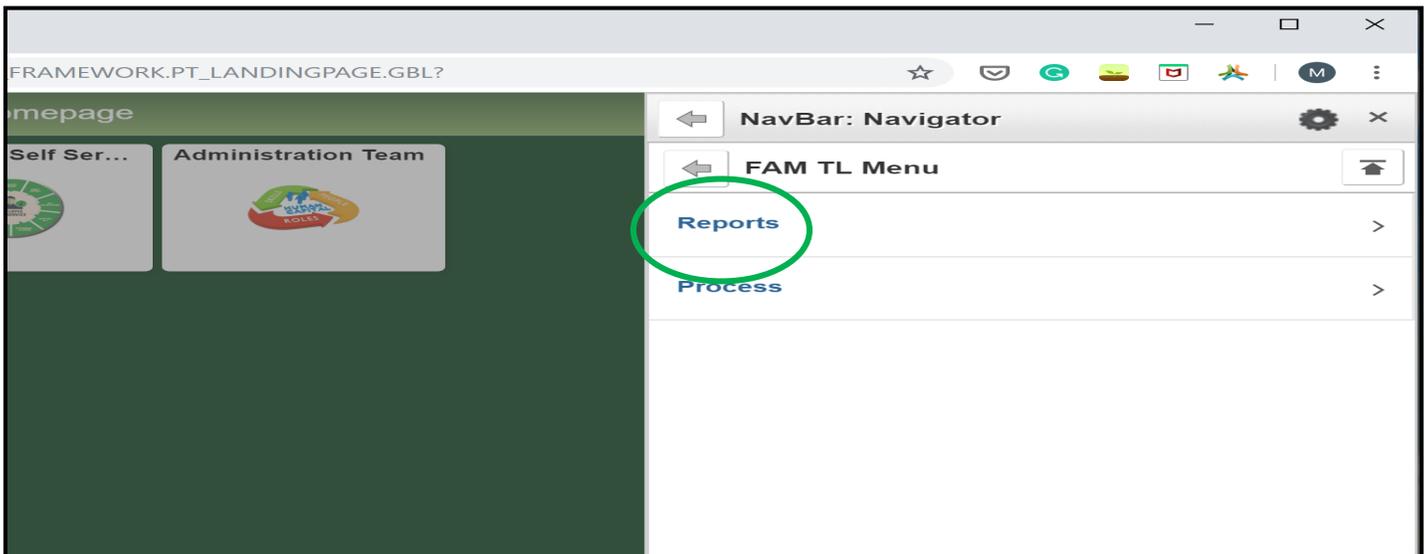
7. **Click Cost Center Report**
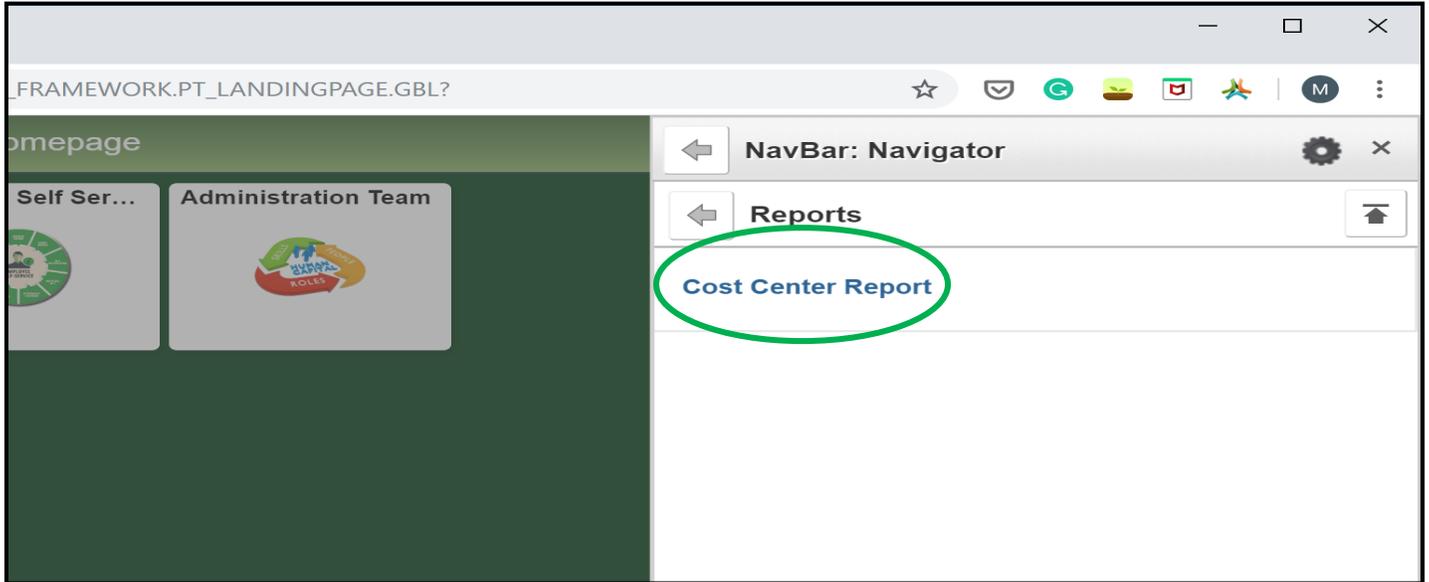
8. **Click Add a New Value and create a Run Control ID. The value you create will be used biweekly to create your department's Cost Center Report. Click Add.**
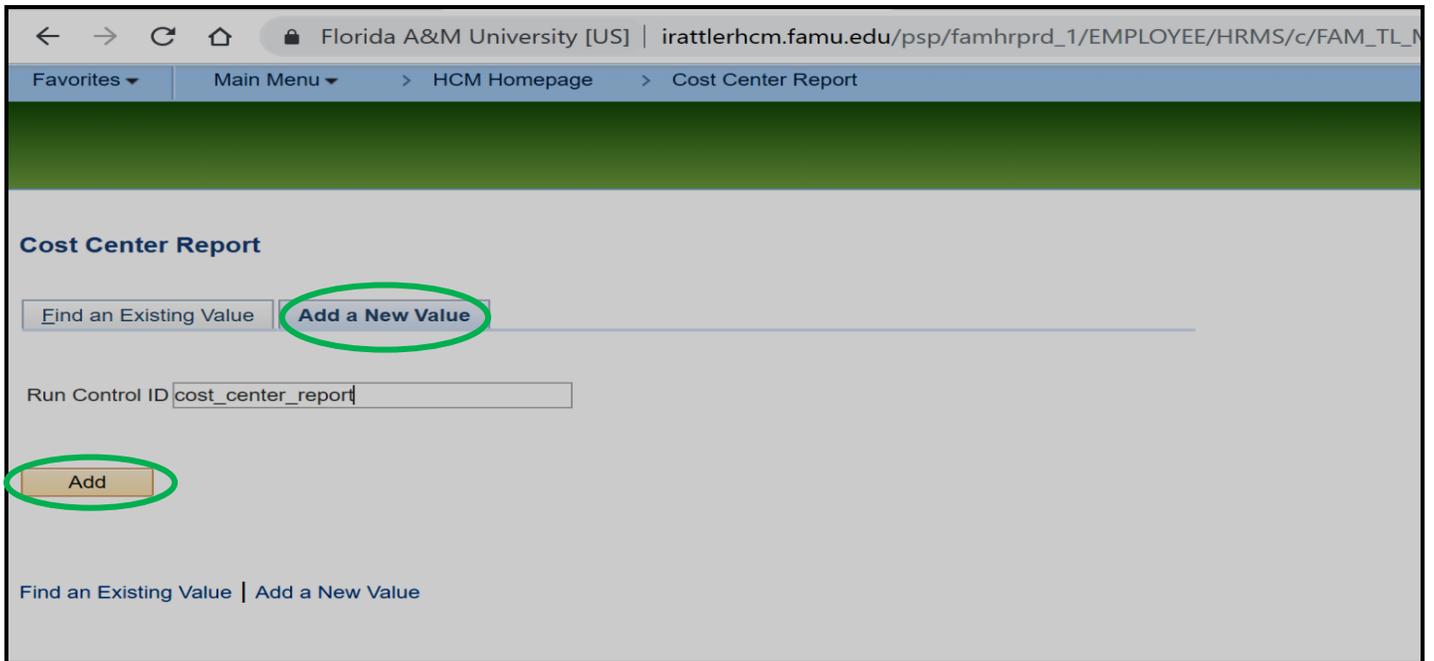
9. **Enter Department ID or click the magnifying glass to select the department you want to generate the Cost Center Report for. Enter Pay Run ID in the following format 20190808 or click magnifying glass to select the Pay Run ID. Pay Run ID description will be the regular pay period end date or the off cycle process date. If you do not see the Pay Run ID, type the year you are looking for and click the magnifying glass. Click Run.**
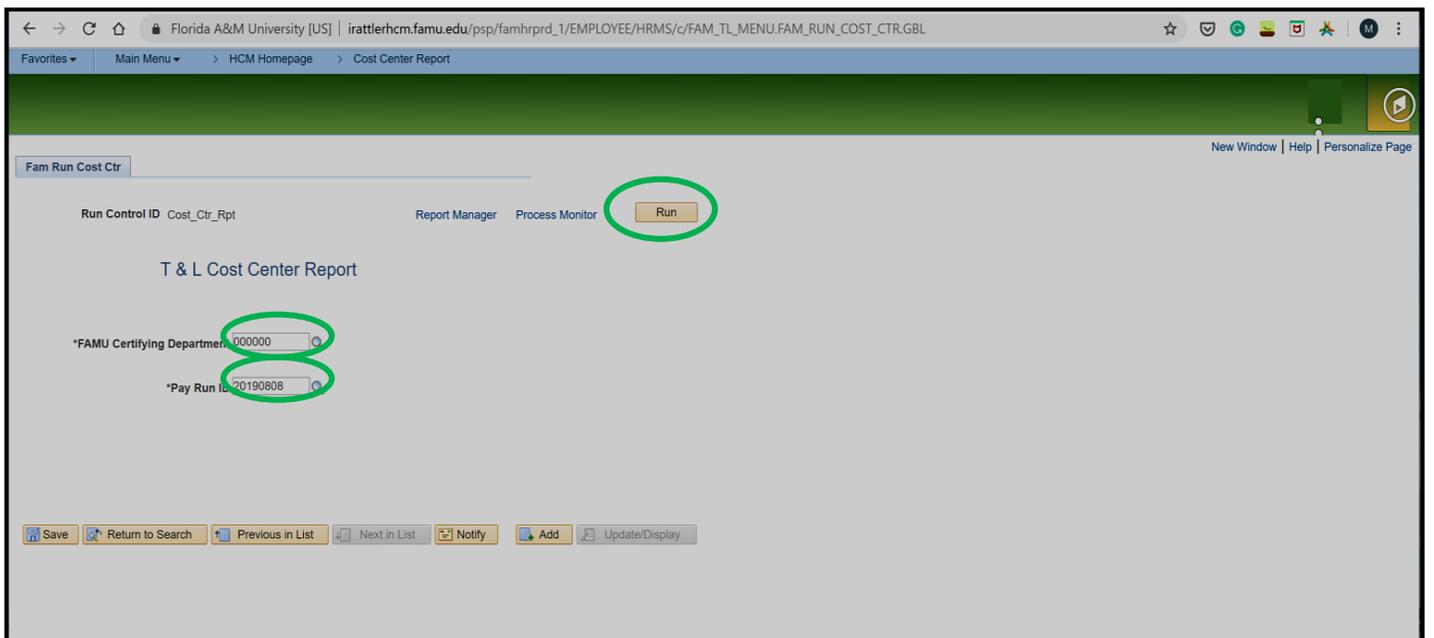
10. **Click Server Name and select PSUNX. Click Ok.**

11. On the next screen, Click Process Monitor.

12. Next screen, Click Refresh until Run Status indicates "Success" and Distribution Status indicates "Posted". Click Details.

13. Click View Log Trace.

14. Click the PDF file.

15. **Print and review the Cost Center Report on the day that it is available.**
16. **Department head reviews and signs Cost Center Report**
17. **Department to maintain a copy of the signed report and will be required to produce a copy as requested by HR, Audit or the State of Florida Auditor General's Office**