

Submitting Payment File Loads for Monthly and Biweekly Employees to Corporate Payroll

Revised January 12, 2022

1. Only one Excel file can be submitted by a department each pay period. The file must include at least 25 employees.
2. Submit the Excel file to Payroll@duke.edu, and copy Sandra Hester (Kassaundra.hester@duke.edu). Also copy a backup from your department. This individual should be knowledgeable of the formatting as well as the information included in the file. This individual will be contacted with questions in the event the submitter is unavailable.
3. In the e-mail, include a count of the total number of records and the total dollar amount for balancing purposes.
4. A PDF of the Excel spreadsheet with appropriate authorizing signatures must be attached to the e-mail. This will eliminate the need to deliver a paper copy.
5. **The file will be returned if the format is incorrect.**
 - a. For monthly employees, if the formatting issue is not resolved on the second submission, payments via iForm will be required or the file will need to be resubmitted for processing in the next month.
 - b. For biweekly employees, if the formatting issue is not resolved on the second submission, the file will need to be resubmitted for processing in the next payroll run. (NOTE: Corrections to the payroll date would need to be updated on the file and resubmitted to Corporate Payroll).

**In order to prevent formatting issues, please maintain a template of a correctly formatted file to be used each month (see attached document).*
6. All payment entries must have a reason code. *(For monthly file loads only)*
7. If there are errors in the file and various records are rejected:
 - a. For monthly employees the errors will be compiled by Payroll during the load process and sent back to the department for manual processing via iForms.
 - b. For biweekly employees the errors will be compiled by Payroll during the load process and sent back to the department for manual processing via the lump sum payment form.
 - c. Examples of errors may include but are not limited to:
 - i. Incorrect Payroll Area
 - ii. Incorrect Duke Unique ID
 - iii. Incorrect Wage Type
8. New employees must be active in SAP at the time of the file load. If the date of hire for a new employee is after the effective date of the payment, the record will not be processed. The transaction will need to be resubmitted after the iForm has been closed and approved.

9. The Service Type/ Service Category (ST/SC) must be appropriate for the type of University employee. Employees must be assigned to the GL account that is applicable to their Personnel Subarea. **NOTE: This does not apply to DUHS departments.*

10. The deadlines for file submission are listed below. Corporate Payroll Services will send an email notification that the file has been loaded and balanced.

Due Dates for File Submission (Files submitted after these dates will **NOT** be processed).

Biweekly payroll – deadline is the same as the prior biweekly pay date

Example: if the payment is to be made on January 28, 2022, the file deadline would be January 14, 2022

Monthly payroll deadlines are identified below:

February 11, 2022	August 9, 2022
March 11, 2022	September 12, 2022
April 11, 2022	October 10, 2022
May 12, 2022	November 10, 2022
June 10, 2022	December 8, 2022
July 08, 2022	January 6, 2023