



HUMAN RESOURCES

DEPARTMENT OF HUMAN RESOURCES

Payroll Policy Update

The payroll policy ([FI0930 - Payroll](#)) was recently updated to reinforce the importance of regular departmental payroll reviews. To support this requirement, departments can use two Fusion Data Intelligence (FDI) resources: the **Departmental Payroll Dashboard** to review payroll balances and the **Labor Distribution Report** to confirm charges are assigned to the appropriate department, project or funding source.

Access both reports from the [FDI Landing Page](#). Use the [DASH FDI Payroll Balances - Dept Dashboard Job Aid](#) for instructions and guidance.

Key items to review each payroll cycle include:

- Regular pay and expected payroll totals
- Overtime and other pay components
- Payroll variances, unusual amounts or employees who do not appear appropriate for the department
- Labor distribution by department, project or funding source

Report any pay errors or concerns to your campus/institute payroll office or the UT System Payroll Office. If you find funding discrepancies, update the Labor Schedule to ensure charges apply to the appropriate source.

Thank you for your continued engagement to ensure employee pay is reviewed accurately and timely and that funding sources are applied correctly.

If you are unable to access the FDI Payroll Balance report, please reach out to your campus HR team to request access.

Sincerely,



Tomi Rogers
Interim Chief Human Resources Officer

The University of Tennessee is a statewide system of higher education with campuses in Knoxville, Chattanooga, Pulaski, Martin and Memphis; the UT Institute of Agriculture with a presence in every Tennessee county; and the statewide Institute for Public Service. The UT System manages Oak Ridge National Laboratory through its UT-Battelle partnership; enrolls nearly 65,000 students statewide; produces more than 15,000 new graduates every year; and represents almost 497,000 alumni around the world.



505 Summer Place UT Tower 1248C | Knoxville, TN 37902 US

Connect with us on social media:



© The University of Tennessee System. All rights reserved.

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).