

Policy No. 420

Area: Finance

Subject: Payroll Policies and Procedures

Adapted: February 03, 2017

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

The purpose of the payroll processing is to ensure that all employees are compensated on a regular basis for work performed and at the rate approved by the appointing authority.

All compensation is recorded in the permanent records reflecting rate and hours worked or salary, withholdings, deduction, and the gross and net compensation for the pay period and the year. Standard mandatory payroll withholdings such Medicare, Social Security taxes and Federal and State taxes are computed at applicable rates established by regulatory authorities.

Other deductions permitted by employer have to be authorized by employee and authorization is maintained in personnel's file. Payments of deductions and related employee obligations have to be made in a timely manner. Payment of net compensation is made as a direct deposit to the employee's bank account.

Personnel file contains information pertaining to the employee and includes current contracts, information on the benefits that employee has selected, withholding forms (W-4) and other information required by Federal and State laws.

Internal controls over Payroll system implemented by the University are designed to insure that the same individual does not hire personnel, authorize pay rate, approve timesheets, process payroll, generate and disburse pay checks, and reconcile bank accounts.

PROCEDURES

Payroll -- Employees Classification 420.1
Payroll -- Withholdings and Deductions 420.2
Payroll -- Leave 420.3
Payroll -- Payroll Preparation 420.4