

PROCEDURES: 420.3

Area: Finance

Adapted: February 3, 2017

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Subject: Employees Payroll - Payroll Preparation

In order to prepare payroll, the Payroll Specialist transfers electronic timesheets for the hourly employees (those employees that are non-academic, non-management) from the MyCSU web based application into Banner. The time is entered by the employee and is electronically approved by their immediate supervisor. The time sheets reflect days and hours worked as well as hours of leave by the employee.

The Payroll Specialist then runs a payroll register report for hourly employees through Banner. This report is compared to the timesheet information pulled from MyCSU, and used to discover any errors that Banner experienced with upload.

The Payroll Specialist runs a payroll register and error report for the salaried employees through Banner. The error report denotes if deduction for the month are correct and complete.

The Payroll Specialist also reviews the PAF and makes sure that it matches information entered in Banner for increases in salary due to overload or extra compensation.

The payroll register, tax register and deduction register reports are saved each pay to the shared drive of Payroll Department to access information in future if needed by the Payroll Specialist. At this time a payroll is considered reviewed by Payroll Specialist and the Disbursement Manager.

Since almost all employees use direct deposit, Banner prints out checks for only small amount of employees that receive them.