

Policy No. 420

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: February 3, 2017

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: April 28, 2017

SUBJECT: Payroll Policies and Procedures

The purpose of payroll processing is to ensure that all employees are compensated on schedule 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, deductions, and the gross and net compensation for the pay period and the year. Standard mandatory payroll withholdings such as Medicare, Social Security taxes and Federal and State taxes are computed at applicable rates established by regulatory authorities.

Other deductions permitted by the University must be authorized by the employee. Authorization is maintained in the employee's personnel 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.

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

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

PROCEDURES

<u>Payroll – Withholdings and Deductions</u>	420.1
<u>Payroll -- Payroll Preparation</u>	420.2
<u>Payroll – Leave</u>	420.3