PROCEDURES: 420.2

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: Employees Payroll - Payroll Preparation

Before payroll is prepared, the PAF and other supporting documentation received from the Human Resources Department is reviewed to ensure that the correct rate of pay/salary, period of compensation, and labor distribution information are entered into the HR/Payroll System.

Hourly Employees (Bi-Weekly and Students)
The employees complete their electronic timesheets by entering their work time and leave time into the self-service portal. The supervisors approve it or notify the employees of any errors that need to be corrected and the employee corrects his or her own time. The Payroll Office then transfers the electronic timesheets from the self-service portal into the HR/Payroll System. The Payroll Office enters time for some bi-weekly employees based on spreadsheets submitted from affected departments.

If an employee and/or supervisor misses the deadline for timesheet completion or approval, the supervisor will need to submit a completed and approved hard copy of the timesheet to the Payroll Office to be processed.

The Payroll Office then runs a payroll register report for hourly employees through the Payroll System. This report is compared to the timesheet information pulled from the self-service portal and used to discover and correct any errors that were experienced with the upload process. Any errors discovered are corrected in the Payroll System with input and approval of the employee and his/her supervisor.

Monthly (Salaried) Employees
The full number of hours for each monthly employee defaults according to how the employee is set up in the HR/Payroll System. Leave forms for monthly employees are received in the Payroll Office and the leave is entered manually in the HR/Payroll System.

The Payroll Office runs a payroll register and error report for the salaried employees through the HR/Payroll System. The error report denotes if deductions for the month are correct and complete.

Payroll Register (All Employees)
The payroll register for the current period is audited and compared to the payroll register for the prior pay period. Any variances are analyzed and checked against supporting documentation

received from the Human Resources Department.

After payroll processing is completed, the payroll register, tax register, and deduction register reports are saved to the shared drive of the Payroll Office so that the information can be maintained and accessed in the future if needed. At this point, a payroll is considered reviewed by the Payroll Office and the Disbursement Manager.

Payment Methods

The majority of employees receive their net payment via direct deposit into the account(s) the employee has specified in the self-service portal. Direct deposit is mandatory for employees for whom it has been made a condition of employment via the job offer letter. An electronic file containing direct deposit information is uploaded into the University's bank for distribution. Paper payroll checks are made available for employees who do not utilize direct deposit. Checks are mailed directly to the employee's permanent address on file. A positive pay file containing paycheck related information is prepared and uploaded into the University's bank's web site.