



"Creating an excellent
college experience"

Date Issued: October 2013	Policy Number: 221
Revised:	
Section: Human Resources	
Subject: Payroll Processing	

Payroll Processing

This policy is to be followed every pay period in order to ensure accuracy of the payroll and employees are paid appropriately.

Procedure:

1. Payroll will be processed every 1st and 16th of each month. Missing punches are due by 8 a.m. daily. (unless otherwise notified)
2. The Payroll Administrator will process payroll at about 8:05 a.m.
3. By 9:00am the Payroll Administrator will email Student Employment with any errors that occur because paperwork has not been processed.
4. By 9:00am the Payroll Administrator will email Operation Managers with any errors that are TC-1 related.
5. Student Employment will email the Payroll Administrator back with problems of employees that are causing payroll errors by end of the business day on the 1st and 16th.
6. The Payroll Administrator will then notify Operation Managers of problems with paperwork. This could include problems with I-9's, employee not applying for job online, no MOA, or missing paperwork.
7. Operation Managers will have one business day (2nd or 17th) to get the problem resolved. Operation Managers are to work through the Payroll Administrator to get any payroll issues resolved. They are NOT to contact Student Employment or payroll.
8. The final payroll will be processed on the 3rd and 18th at 8 a.m. Any employees with errors will be changed to a 10 in TC-1 and not paid. Manager or Payroll Administrator must change the code back to a 4 from 10 and follow up to ensure the employee gets paid in the next payroll.
9. If employees do not have direct deposit set up they will not be paid, regardless if they went through payroll or not.