

3357:13-17-281 Payroll Processing Human Resources

- (A) Weekly time sheets for all full-time, hourly employees are submitted to Human Resources no later than 5:00 p.m. on Monday of the following week. An audit of the time sheets is conducted to make sure they are filled out accurately and completely. Additionally, all overtime worked must be authorized and approved by the employee's supervisor. Time sheets of less than or more than 40 hours per week are forwarded to the Payroll/Benefits Specialist.
- (B) Any vacation, personal, or sick time that is indicated on the time sheet must be requested through a Request for Leave form. Each time sheet is tracked to ensure that all time off has been requested via a Request for Leave form. Completed Request for Leave forms are forwarded to the Payroll/Benefits Specialist.
- (C) Newly hired employees and Work Study students will complete payroll related documents through the Office of Human Resources. These include tax forms, retirement forms, insurance enrollment forms, direct deposit, etc. Completed forms are forwarded to the Payroll/Benefits Specialist.
- (D) Paychecks and direct deposit receipts are sorted and stuffed into envelopes. Deduction registers that are lengthy and cannot be printed in their entirety on the paycheck stub are recreated in their entirety and included with the paycheck.
- (E) Contracts for full-time employees and adjunct faculty members are tracked by Human Resources to confirm the employee received, signed, and returned them.

Effective: October 25, 2005

Next Review: October 1, 2010

Review Dates: 10/25/05