

CLARK ATLANTA UNIVERSITY

Policy 9.1.32: Timely Submission of Human Resources Payroll Documents



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Timely Submission of Human Resources Payroll Documents	
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Table of Contents

	<u>Page</u>
1.0 Policy Statement.....	1
2.0 Procedure Narrative.....	1
2.10 Established Deadlines.....	1
2.1.1 Missed Normal Payroll Cycle.....	2
2.2.0 Responsibility of Departments, Offices and Units.....	2
2.2.1 Departmental Contact Points for HR-Payroll Processing.....	2
2.2.2 Timely Submission.....	3
2.2.3 Internal Control.....	3
2.3.0 Employee’s Responsibility.....	3
2.4.0 Sanctions for Late Submission of Critical Payroll Related Documents.....	3
2.5.0 Payroll Schedule, and Forms	4
3.0 Entities Affected By This Policy.....	4
4.0 Definitions of Key Term.....	4
Appendix A:	
Deadline Schedule – Human Resources and Payroll Forms Required to	
Process Payroll	5
Appendix B:	
Payroll Schedule Example (2020).....	7

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

1.0 Policy Statement

Clark Atlanta University (the University) strives to ensure that employees, including student workers, are paid timely and accurately. Therefore, all required payroll documents must be received by the Department of Human Resources and the Salary Administration (Payroll) Office in accordance with published schedules for timely processing and for inclusion in the appropriate payroll cycle. Compliance with this policy is critical to meeting payroll processing deadlines, meeting legal pay and tax reporting requirements, maintaining employee satisfaction, and avoiding the additional financial risk associated with off cycle payroll processing.

2.0 Procedure Narrative

2.1.0 Established Deadlines

To aid in payroll system processing, the Human Resources Department and the Payroll Office have established deadlines and guidelines in order to ensure completion of the payroll process in a timely and reasonable fashion:

- A. Submitted documents that require one or more levels of approval will need time to be fully processed, forwarded to the Human Resources Department, and in some cases submitted directly to the Payroll Office for processing. Therefore, allowing for the required processing time of submitted documents is crucial.
- B. Submitted documents must be accurate and complete and contain the required signature approvals before final processing steps occur.
- C. Applicable employee Human Resources/Payroll forms (e.g., W-4, I-9, etc.) must be submitted by the established deadlines to ensure proper setup in the payroll processing system, tax withholdings and payment.
- D. Employee timesheets (including one-time payments) must be processed timely to ensure the employee or student is paid on the pay date associated with the work period, as established by the Payroll Office (Salary Administration) pay schedule (see Appendix C for example of Schedule). <https://www.cau.edu/humanresources/Human%20Resources%20Docs/PAYROLL-CALENDAR-2020.pdf>
- E. Late submissions of critical payroll documents, such as Web Time Approvals, Personal Action forms, Electronic Personal Action forms, Direct Deposit, Supplemental Pay form, New Hire documents for faculty, staff and student workers will be subject to review and tracking and will result in sanctions imposed against the supervisor or employee responsible for the late submissions, as outlined in Section 2.4.
- F. Submissions by various departments, offices or units of critical documents to the Human Resources Department and/or the Payroll Office for the processing of payroll after the University established deadline dates, as reflected in Appendixes 'A' and 'C', must be reviewed and approved by the University Provost for personnel in the Academic Division and the Chief Financial Officer for all others.

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

- G. The Human Resources Department will track the late submissions and generate reports of the occurrences at a frequency that would alert senior management of process problems. The report will be provided to the Provost and the Chief Financial Officer for further review and future disciplinary actions.

- H. Payment made outside of an employee's "regular" pay schedule should not be promised to that employee for the specified pay period. In the event that it becomes both an exception and is an emergency situation (e.g., posing a threat to life or property) for an employee to be paid outside the normal payroll cycle, the employee's supervisor must contact the Human Resources Department **before** assuring payment to the employee to confirm that the payment will occur. Adhering to the deadlines listed in this document—as well as allowing additional lead time to obtain necessary signatures—will ensure inclusion in the desired payroll cycle. The grounds for making a payroll payment outside the normal payroll cycle should be clearly documented and maintained in the employee's payroll file for recordkeeping purposes.

2.1.1. Missed Normal Payroll Cycle

Documents received after the established payroll deadline dates will result in payments being made to employees and students **during the next payroll cycle**. Only under extreme circumstances (e.g., threat to life or property) will the University make exceptions to this practice.

2.2.0 Responsibility of Departments, Offices and Units

University departments, offices or units have a critical responsibility to submit payroll documents according to published deadlines, including the approval of time and attendance hours and payroll request transactions. University employees are paid for work performed for or on behalf of the University through the Human Resources Department and Payroll Offices. **The departments, offices or units, as originators have a responsibility to know where the submitted payroll documents are in the payroll process to resolve discrepancies and ensure employees or students are paid timely.**

2.2.1 Departmental Contact Points for HR - Payroll Processing

Each department, office or unit will have a designated employee as a contact point for human resources payroll processing. This employee will be responsible for the preparation and submission of payroll input documents, as well as the completion of the following tasks:

- a) Accurate and timely submission of all Human Resources and Payroll documents. The document must be signed by the department, office or unit's authorized approvers or authorized designees for it to be processed by the Human Resources or Payroll Office.
- b) Distribution of payroll information received from the Human Resources Department or Payroll Office to all employees within their department.
- c) Referring questions from employees to the Human Resources Department.

The department, office or unit head should notify the Human Resources Department (PAFs, Supplemental Pay Forms, Student Stipends, etc.) or Payroll Office (time entry) whenever changes occur regarding the primary and backup timekeeper or department personnel authorized to submit payroll data.

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

2.2.2 Timely Submission

All employee data changes (e.g., timesheets, one-time payments, stipends, overloads, etc.) should be submitted to the Human Resources Department as quickly as possible to avoid an incorrect paycheck or no paycheck for the employee. Late submissions include both: (a) items not submitted by the employee to the supervisor in a timely fashion; and (b) items not forwarded by the supervisor/department to the Human Resources Department or the Payroll Office in a timely fashion. **It is ultimately the supervisor's responsibility to ensure that all items are submitted timely to be paid on the established payroll schedule.**

2.2.3 Internal Controls

The employee who signs and authorizes the payroll input should not be the same person who actually prepares the input. Also, an employee who is responsible for preparing transactions may not be the same person who serves as a department, office or unit's payroll distribution person.

2.3.0 Employee Responsibility

Each University employee should take an active role to make sure his/her payroll is processed accurately.

- A. When employees have payroll questions, they should talk to their department administrator or supervisor, who should be able to answer most general payroll questions.
- B. Employees are required to notify the Human Resources Department as soon as possible after a change in address or phone number by: (1) Banner Self-Service (Banner Web); or (2) Human Resources Personal Information Change Form.
- C. **Faculty, staff and students are required to have paychecks direct-deposited into an account at a financial institution (i.e., bank or credit union). New employees should complete a Direct Deposit Authorization Agreement and forward it to the Human Resources Department.**
- D. Direct Deposit Changes and Cancellation: If a direct deposit employee needs to make a change in personal information or bank information, changes will be made by completing a request through a new Direct Deposit Authorization Agreement. The authorization form, along with a voided check, must be personally delivered (not submitted as a fax) to the Human Resources Department. All Direct Deposit change requests will be verified by the Human Resources Department. If received timely, the results of the new request will be reflected on the next immediate pay check following receipt of the new information. Delays in notifying the Human Resources Department and Payroll Office will result in delays in receiving payments. Direct Deposit authorizations, changes, or cancellations will be processed according to the Payroll Calendar.

2.4.0 Sanctions for Late Submission of Critical Payroll Related Documents

Late submissions (e.g., timesheets, one-time payments, stipends, overloads, etc.) not processed during the regular payroll schedule will create undue hardships for the affected employee or student. Late submissions include both: (a) items not submitted by the employee to the supervisor in a timely fashion; and (b) items not forwarded by the supervisor/department to the Human Resources Department or Payroll Office in a timely fashion. It is ultimately the

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

department, office, or unit supervisor's responsibility to ensure that all items are submitted timely and in accordance with the established payroll schedule.

Late submissions will result in progressive disciplinary actions being taken against and performance deficiency noted in the respective supervisor's personnel file up to and including termination. Please review section 5.2 in the Staff Handbook or an overview of University disciplinary procedures (<https://www.cau.edu/human-resources>.) In the event that payments must be made due to special processing, the responsible supervisor is required to provide communication back to the affected employee or student as to status of late submitted documents and the impact of any delays.

- A. **Department Supervisor Notification** - Human Resources Department will notify supervisors after the first occurrence of a late submission.
- B. **Department Supervisor/Director/VP Notification** - second and any subsequent, late submissions will result in notifications to the department supervisor, respective Director, Senior Manager of the affected area, the Provost/V.P. of Academic Affairs, and V.P. of Finance and Business Services.

2.5.0 Payroll Schedule, and Forms

The Payroll Calendar and Forms (Appendices 'A' and 'B') are available for review on the Human Resources website:

<https://www.cau.edu/humanresources/Human%20Resources%20Docs/PAYROLL-CALENDAR-2020.pdf>. Also, the Human Resources Department and the Payroll Office are always available to assist faculty, staff, and students.

3.0 Entities Affected by this Policy

The policy impacts faculty, staff and student employees working at or for the University.

4.0 Definition of Key Terms

Banner Human Resources System: The software system used by the Human Resources Department and Salary Administration (Payroll) Office to pay salaries and wages to employees in an accurate and timely manner. The system also provides information for managerial purposes.

Banner Self-Services (Banner Web): An online resource tool for employees and students that includes everything from Web Time Entry, paychecks, tax withholding, to leave information, where applicable.

Direct Deposit: Payroll directly deposits an employee's paycheck into his/her bank or other financial institution.

Payroll Calendar: Document that shows dates and frequency by which the University processes various types of payrolls at regular intervals during a calendar year. The frequency includes biweekly (hourly staff and students) and semi-monthly (salaried and stipends).

Data Changes: Any change or update to employee information that is relevant to the generation of a paycheck or benefits, (i.e. name change, address, phone, add or removal of dependents, etc.)

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

Appendix A
Human Resources and Payroll Forms Required for Processing Payroll

FORM	DUE TO	COMMENTS
New Hire Paperwork (faculty & staff)	Human Resources	Human Resources enters appropriate data in to Banner HR Module
Personnel Requisition Form-or- Personnel Action Form (PAF)	Human Resources	Employee Requisition form for new hires and rehires; Payroll Change Forms for reactivations (e.g., adjuncts) Completed by all new employees with additional demographic information Faculty and staff have paychecks direct-deposited into an account at a financial institution (e.g., bank, credit union)
Employee Profile Form		
Direct Deposit Authorization		
New Hire Paperwork (student employees)	Human Resources	Deadlines are communicated on each specific required document. Required before student starts work.
Federal Work-Study Payment Form	Human Resources	
Resignation/Termination Form		
Student Stipend Payment Form		
Direct Deposit Authorization		
I-9 Form	Human Resources	I-9 forms <u>MUST</u> be submitted by the employee on the <u>first day</u> of employment to HR
Tax-Related Forms	Human Resources	Federal tax withholding elections State tax withholding Used for exemption to local municipal services tax
W-4 Form		
Residency Information Form		
GA State Tax Form		
Benefits-Related Forms <i>(Medical, Dental, Flex, TIAA-</i>	Human Resources	Submitted to Human Resources Department within 30 days of employment_
Direct Deposit Authorization Form (changes)	Human Resources	For any new, change, or termination of direct deposit
Supplemental Pay Form, <i>(additional payments, overloads, pay adjustments,</i>	Human Resources	Human Resources Dept. enters appropriate documented information to the Human Resources/Payroll System.
LABOR DISTRIBUTION REPORT		Human Resources Dept. enters appropriate documented information to the Human Resources/Payroll System.
Leave Request Form	Payroll	Payroll@cau.edu

Policy 9.1.32: Timely Submission of Human Resources/Payroll Documents

Timesheets	Payroll	Deadlines for timesheets are indicated on the actual timesheets and on the payroll calendars available on the Human Resources website
Family Medical Leave Request Form	Human Resources	Employees must provide a 30 day notice when possible. If the leave is unplanned, the employee must give as much notice as is practicable.
Other Unlisted Items	Human Resources, Payroll Office appropriate	Please check on the form, accompanying communication, for Human Resources/ Payroll for the deadline

NOTE: All Human Resources/Payroll forms are due in accordance with the Pay Schedule presented as an example in Appendix B.

Policy 9.1.32: Timely Submission of Human Resources Payroll Documents

CLARK ATLANTA UNIVERSITY

Appendix B

Payroll Schedule Example

PAY PERIOD	TYPE OF PAYROLL	CYCLE	HUMAN RESOURCES DEADLINE	
			PAY DATE	
12/16 - 12/29	Hourly Staff & Students	BW01	Friday, January 3, 2020	23-Dec-19
12/30 - 01/12	Hourly Staff & Students	BW02	Friday, January 17, 2020	8-Jan-20
01/13 - 01/26	Hourly Staff & Students	BW03	Friday, January 31, 2020	22-Jan-20
01/27 - 02/09	Hourly Staff & Students	BW04	Friday, February 14, 2020	5-Feb-20
02/10 - 02/23	Hourly Staff & Students	BW05	Friday, February 28, 2020	19-Feb-20
02/24 - 03/08	Hourly Staff & Students	BW06	Friday, March 13, 2020	4-Mar-20
03/09 - 03/22	Hourly Staff & Students	BW07	Friday, March 27, 2020	18-Mar-20
03/23 - 04/05	Hourly Staff & Students	BW08	Thursday, April 9, 2020	2-Apr-20
04/06 - 04/19	Hourly Staff & Students	BW09	Friday, April 24, 2020	15-Apr-20
04/20 - 05/03	Hourly Staff & Students	BW10	Friday, May 8, 2020	29-Apr-20
05/04 - 05/17	Hourly Staff & Students	BW11	Friday, May 22, 2020	13-May-20
05/18 - 05/31	Hourly Staff & Students	BW12	Friday, June 5, 2020	27-May-20
06/01 - 06/14	Hourly Staff & Students	BW13	Friday, June 19, 2020	10-Jun-20
06/15 - 06/28	Hourly Staff & Students	BW14	Friday, July 3, 2020	24-Jun-20
06/29 - 07/12	Hourly Staff & Students	BW15	Friday, July 17, 2020	8-Jul-20
07/13 - 07/26	Hourly Staff & Students	BW16	Friday, July 31, 2020	22-Jul-20
07/27 - 08/09	Hourly Staff & Students	BW17	Friday, August 14, 2020	5-Aug-20
08/10 - 08/23	Hourly Staff & Students	BW18	Friday, August 28, 2020	19-Aug-20
08/24 - 09/06	Hourly Staff & Students	BW19	Friday, September 11, 2020	2-Sep-20
09/07 - 09/20	Hourly Staff & Students	BW20	Friday, September 25, 2020	16-Sep-20
09/21 - 10/04	Hourly Staff & Students	BW21	Friday, October 9, 2020	30-Sep-20
10/05 - 10/18	Hourly Staff & Students	BW22	Friday, October 23, 2020	14-Oct-20
10/19 - 11/01	Hourly Staff & Students	BW23	Friday, November 6, 2020	28-Oct-20
11/02 - 11/15	Hourly Staff & Students	BW24	Friday, November 20, 2020	11-Nov-20
11/16 - 11/29	Hourly Staff & Students	BW25	Friday, December 4, 2020	25-Nov-20
11/30 - 12/13	Hourly Staff & Students	BW26	Friday, December 18, 2020	9-Dec-20
PAY PERIOD	PAYROLL	CYCLE	PAY DATE	HUMAN RESOURCES DEADLINE
01/01 - 01/15	Salaried & Stipends	SM01	Wednesday, January 15, 2020	9-Jan-20
01/16 - 01/31	Salaried & Stipends	SM02	Thursday, January 30, 2020	23-Jan-20
02/01 - 02/15	Salaried & Stipends	SM03	Friday, February 14, 2020	7-Feb-20
02/16 - 02/28	Salaried & Stipends	SM04	Friday, February 28, 2020	21-Feb-20
03/01 - 03/15	Salaried & Stipends	SM05	Friday, March 13, 2020	6-Mar-20
03/16 - 03/31	Salaried & Stipends	SM06	Monday, March 30, 2020	23-Mar-20
04/01 - 04/15	Salaried & Stipends	SM07	Wednesday, April 15, 2020	9-Apr-20
04/16 - 04/30	Salaried & Stipends	SM08	Thursday, April 30, 2020	24-Apr-20
05/01 - 05/15	Salaried & Stipends	SM09	Friday, May 15, 2020	7-May-20
05/16 - 05/31	Salaried & Stipends	SM10	Friday, May 29, 2020	22-May-20
06/01 - 06/15	Salaried & Stipends	SM11	Monday, June 15, 2020	9-Jun-20
06/16 - 06/30	Salaried & Stipends	SM12	Tuesday, June 30, 2020	22-Jun-20
07/01 - 07/15	Salaried & Stipends	SM13	Wednesday, July 15, 2020	8-Jul-20
07/16 - 07/31	Salaried & Stipends	SM14	Thursday, July 30, 2020	23-Jul-20
08/01 - 08/15	Salaried & Stipends	SM15	Friday, August 14, 2020	7-Aug-20
08/16 - 08/31	Salaried & Stipends	SM16	Friday, August 28, 2020	21-Aug-20
09/01 - 09/15	Salaried & Stipends	SM17	Tuesday, September 15, 2020	8-Sep-20
09/16 - 09/30	Salaried & Stipends	SM18	Wednesday, September 30, 2020	23-Sep-20
10/01 - 10/15	Salaried & Stipends	SM19	Thursday, October 15, 2020	8-Oct-20
10/16 - 10/31	Salaried & Stipends	SM20	Friday, October 30, 2020	23-Oct-20
11/01 - 11/15	Salaried & Stipends	SM21	Friday, November 13, 2020	6-Nov-20
11/16 - 11/30	Salaried & Stipends	SM22	Monday, November 30, 2020	24-Nov-20
12/01 - 12/15	Salaried & Stipends	SM23	Tuesday, December 15, 2020	8-Dec-20
12/16 - 12/31	Salaried & Stipends	SM24	Wednesday, December 30, 2020	15-Dec-20