

PAYROLL

HR ADMINISTRATION PROCESS TRAINING - NOVEMBER 2017

NEW: JOB TERMINATION PROCESS

Payroll will begin processing job terminations (without notice to departments)

- ACA qualifying break
 - If job has been unpaid longer than the prior paid/work period (see ACA policy)
 - Termination processing will be delayed to accommodate unusual situations (e.g. late time submissions), but will be terminated back to last pay period paid
- Student unpaid job purge
 - Christmas break termination:
 - jobs remaining unpaid since beginning of fall semester
 - Summer break termination (June):
 - graduated students
 - jobs remaining unpaid since beginning of spring semester

!! NEW PAPERWORK !!

ONE-TIME PAY FORM



One Time Payment Request

Office of Human Resources

This form is to be used as payment instructions only for PROJECT BASED WORK or as an HONORARIUM and meets the following guidelines:

- One time payments are for current Andrews University employees
- For payment of services not already accounted for through other earnings
- Work or services performed is limited to one event or a relatively short amount of time; must be reported in pay period worked
- There is no intent on the part of the department to establish a continuing employment relationship
- Overtime will processed if total employee hours, INCLUDING hours from one-time pay, exceed 40 in a given week

Name _____	Andrews ID # _____																		
Department _____	Current Employee Class: <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried																		
Amount of Payment: _____	For week of(beginning date of week worked): _____																		
Total Hours Worked: _____																			
Please provide detailed information about the project:																			
Account(s) to be charged:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Fund</th> <th style="width: 15%;">Org</th> <th style="width: 15%;">Account</th> <th style="width: 15%;">Program</th> <th style="width: 15%;">Activity Code</th> <th style="width: 10%;">%</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Fund	Org	Account	Program	Activity Code	%	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Fund	Org	Account	Program	Activity Code	%														
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Supervisor: _____	ID #: _____ Date: _____																		

Updated 3/2016

TIMELINE FOR PROCESSING PAPERWORK: 2-WEEK ALLOWANCE

Complete online form



Submit form to Employment Office



Employment collects necessary
paperwork from employee



Employment routes form for signatures



Employment forwards form to Payroll

WORKED TIME

Current Time	Late Time
<p>Current time for Friday's paycheck: The 2 weeks prior to the payday</p> <p>The time worked now is for the next paycheck</p> <p>Please review and edit the time clock periodically.</p> <p>Deadline for time clock submission is Monday at 1PM</p>	<p>Time prior to the 2-week pay period that was not submitted on the time clock</p> <p>Send an email to payroll@andrews.edu ASAP. Please include name, ID, and total hours worked for each week</p> <p>Paid on the following pay day</p> <p>Deadline for submission is Thursday of off-pay week.</p> <p>Please be sure to keep late time at a minimum.</p>

TIME FRAUD (PER WAGE & HOUR LAW)

- **Unapproved/unreported Time**

- Work time reflected on time clock but not approved/submitted for payment or recorded on paper and never submitted for payment. **MUST BE** approved/submitted for payment.

- **Deleting Time**

- If an employee punched in and worked you **CANNOT** delete the time.

- **Moving Time**

- Time must be reported in the week worked. **DO NOT** move time to another week to avoid overtime.

LEAVE TIME – HOURLY EMPLOYEES

Paid Leave	Long-Term Sick Leave
<p>Paid leave bank consists of:</p> <ul style="list-style-type: none">• Personal time off• Short-term sick leave (first 3 days)• Vacation• Holidays <p>May only be used when taking time off from work due to the above reasons</p>	<p>Long-term sick leave is available on :</p> <ul style="list-style-type: none">• 4th day of illness• Immediately following surgery or• Hospitalization needing an extended stay <p>Complete and submit form to Benefits ASAP. Payment will be delayed if form is turned in later than Monday of pay week.</p> <p>Attach doctor's note</p>

LEAVE TIME – HOURLY EMPLOYEES

- Jury Duty Leave
 - Paid for lost hours due to jury duty/selection
 - Funeral Leave
 - Paid to attend funeral of immediate family member (see handbook for details)
 - You are allowed a maximum of 3 days
 - Jury Duty and funeral leave have the same rate as regular worked hours.
 - Both are entered on the time clock website
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LEAVE TIME - SALARIED EMPLOYEES

- Salaried employees must submit a leave report every month whether or not vacation was taken.
 - Leave reports are available to enter on the 1st of every month. Supervisors will not see leave report until employee has started leave report.
 - A reminder email will be sent (first to employee, then to supervisor) near the end of each month. The monthly email does include instructions for both employees and supervisors.
 - After the stated deadline the employee can no longer make adjustments. Only the supervisor can make adjustments after the deadline.
 - Time must be submitted in the form of days (1 or .5) not hours
 - Fridays must be recorded as 1 day
 - Do not include sick days or holidays
 - Quick Link: www.andrews.edu/go/myleavereport
 - **SUPERVISORS - NEVER** select “Return for Correction”. This functionality is not applicable to our supervising structure. Make the adjustments via “Change Record”.
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TIME CLOCK WEBSITE

- Time clock manager access must be requested from the department head. Please send a request to payroll@andrews.edu with name, ID, and organization number.
 - If there are any problems with the website contact Payroll **IMMEDIATELY!**
 - Use time clock website for:
 - Time management
 - Access to various forms
 - Rate Sheet
 - Evaluation form
 - FMLA Request/Certification
 - Long-Term Sick Leave Form
 - Termination Request (Only for student workers)
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PAYROLL EXPENSE REPORTS

- Available in VAULT under HR Reports
 - Updated every Monday after pay day
 - Includes the following information by employee
 - Pay by account numbers
 - Current pay hours & earnings
 - Year-to-date hours & earnings
 - Overtime YTD hours & earnings (1/2 time)
 - Rate of Pay per hour
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EMPLOYEE DASHBOARD

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Employee Dashboard
- Address Bar:** <https://bantst.andrews.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>
- Navigation Bar:** Includes the Andrews University logo, a settings gear icon, and the user name "Mrs Jane Lucy Smith".
- Breadcrumbs:** Employee Dashboard
- Section Header:** Employee Dashboard
- User Profile:** A placeholder image of a die, the name "Smith, Jane Lucy", and buttons for "My Profile" and "My Team".
- Leave Balances:** A box titled "Leave Balances as of 10/28/2016" showing "Salaried Vacation Time in days" with a value of "16.71". A link for "Full Leave Balance Information" is also present.
- Pay Information:** A section with an expandable arrow, containing links for "Latest Pay Stub: 07/01/2016", "All Pay Stubs", "Direct Deposit Information", and "Deductions History".
- My Activities:** A sidebar menu with expandable arrows, containing "Leave Report" and "Employee Menu".
- Other Sections:** Collapsible sections for "Earnings", "Benefits", and "Taxes" are visible at the bottom.