

# **Wilberforce University Payroll Policies and Procedure**

Policies for payroll operations are including but not limited to processing time sheets, processing. It is the University's policy to pay all employees for time worked in a timely manner, in accordance with applicable laws, and to maintain required supporting documents and records.

This policy applies to all University Employees and is to establish guidelines for processing Human Resource requests forwarded to payroll including personnel authorizations, employee deductions, terminations, and W-4s.

## **Mission and Vision:**

The Payroll Department is a dedicated department at Wilberforce University committed to paying employees in a timely and accurate manner and will strive to provide employees of the University with excellent customer service and support of all University decisions. This department will provide university –wide communication and training in the usage and interpretation of systems and payroll policies.

## **Earnings**

A regular work week starts Sunday 12:01am through Saturday 11:59pm. The University is structured to a 40 hour work week.

Overtime is given once a non-union employee has actually worked a 40 hour work week. The 40 hour does not include vacation, sick, personal, and etc. Those employees in the union will receive OT for hours worked over 8 hours in a day.

Night Differential applies to those employees that are schedule after 11:00 am and will not be recording until 4:00 pm through the duration of the shift. The night differential amount is \$.60 an hour.

## **Lunch Breaks:**

The normal unpaid lunch period provided is one hour and should be taken between 11:30 am to 2:00 pm. The actual time is to be arranged so as not to unnecessarily inconvenience the effectiveness of the operation in which the staff member is employed. All employees are encouraged to leave their respective work areas during their lunch period so as to enjoy this opportunity to relax.

**Payroll Deadlines:**

Wilberforce University employs 100 plus employees and runs three separate payrolls, Federal Work Study Bi-Weekly, Bi-Weekly and Monthly. It is extremely important that all deadlines are met in order to insure a timely payment.

Bi-Weekly Payroll – Labor hours, all employee changes and Time and Effort reports are due Monday by 4:00 pm. All exceptions must be cleared by the Supervisors.

Monthly Payroll –Time and Effort reports and employee changes are due by the 20<sup>th</sup> of every month. All exceptions must be cleared by the Supervisors.

<b>PAYROLL</b>	<b>Employee Changes</b>	<b>Hours in ADP Due</b>	<b>TRANSMIT TO ADP</b>	<b>COMMENTS</b>
MONTHLY (4WF)	No later than the 20 <sup>th</sup> of every month	20 <sup>th</sup> of every month	On or around 25 <sup>th</sup> of the month by 12pm	Date set by ADP
Bi-Weekly (DS3)	1 <sup>st</sup> and 3 <sup>rd</sup> Monday by 10:00am	1 <sup>st</sup> and 3 <sup>rd</sup> Monday by 10:00am	Wednesday by 12pm	Date set by ADP
STUDENT (4WE)	Monday by 10:00 am	Monday by 10am	Wednesday by 2pm	Date set by ADP

***Database:***

To facilitate the process of paying all employees in an accurate and timely manner Wilberforce University implemented a time and attendance system July 1, 2007. This system, ADP Workforce Now, is used through the PC and the ADP clock in service for recording of hours worked and leave taken at real time. This information is captured for the purpose of:

1. Collecting the data necessary to pay employees accurately and timely
2. Maintaining the required supporting documentation
3. Control with compliance of federal regulations

All employees are required to use the ADP Workforce Now system. Access to the system is restricted to Wilberforce University only and cannot be accessed by using wireless.

**Paid Time Off:**

PTO may vary depending on length of service or what payroll the employee is on. Regular, full-time, 12-month employees are eligible to earn and use Paid Time Off (PTO) as described in the PTO policy. PTO may not be utilized during an employee's Probationary Period. Request for PTO must first be approved by supervisor before being used. The employee and supervisor are responsible for keeping a record of PTO that has been utilized. For more details on the Paid Time Off Policy please reference the Division of Administration and Human Resources paid time off policy or the University Website.

OTHER TIME OFF

Jury Duty

Funeral Leave

Weather Other

## **Holiday**

Full-time employees will be paid eight (8) hours straight time for nine paid holidays. All part-time employees will be paid 4 hours straight time for 9 holidays. The holidays are:

New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the Friday after, and Christmas Day.

In order to receive this, pay you must be in pay status the last scheduled working day prior to and the next scheduled working day after such holiday.

## **5.0 Payroll Services:**

### **5.0.1 Paperless Payroll**

The University has switched its Payroll Department to become a Paperless department. All pay vouchers may be viewed on the web at <https://www.adpworkforcenow.com>. All employees are asked to bring in Direct Deposit information during the hiring process. All full time, part time, and student employees are eligible for direct deposit otherwise they will receive a paper check. All new employees will receive a paper check the first time they are paid, all pays thereafter will be direct deposited. The direct deposit service can be with any bank or credit union in the United States. Authorization forms can be accessed via the web or from the Payroll Office. This form must be filled out completely in order to initiate the process

### **5.0.2 Early Release of Pay**

Pay checks are not available prior to the pay date.

### **5.0.3 Payroll Deductions**

Taxes (Statutory)

1. F.I.C.A. (Social Security/Medicare)
2. FEDERAL INCOME TAX
3. STATE WITHHOLDING TAX
4. CITY TAX
5. SCHOOL DISTRICT TAX

### **Other Deductions (Voluntary)**

1. UnitedHealthCare–UHC
2. Vision Plus
3. Superior Dental
4. Anthem Dental
5. TIAA- CREF Retirement
6. UnitedWay
7. AFSCMEUnionDues
8. WUFA Dues
9. AFLAC(tothoseapplicable)
10. Garnishment
11. Child Support
12. Parking Deduction
13. Other

### **5.0.4 Payroll Forms**

1. Address/Name Change Form
2. DirectDepositForm
3. Payroll Authorization form
4. Leave Forms
5. Pay statement Instructions
6. Federal W-4 form
7. State W-4 form
8. Local form

### **5.1 Payroll Errors**

The University takes every reasonable precaution to prevent payroll errors. However, occasionally, an error may occur. Employees are encouraged to review their paycheck for errors, and report any errors to their immediate supervisor immediately.

The university will take appropriate steps to correct any errors as soon as practicable.

## **5.2 Exit Interview**

Upon leaving the University you must fill out and have all signatures on the Exit Interview form. One of the signatures you will need will be from the Payroll Department. Please make sure that you get the signature and all available vacation leave balances.

Before beginning the process at the end of the month for health care and life insurance reporting and premium remittance, each institution should run the following reports and perform the following reconciliation to facilitate the process.