PAYROLL TOPICS

• Positions (Forms & Time Reporting)
  • Hourly
  • Salaried
  • Contract

• Various Payroll Information
  • Time clock’s Website
  • Payroll Distribution
  • Work-study
  • Salaried Leave Reporting
  • One Time Pay

• Questions
TYPES OF POSITIONS

• Hourly
  • Staff Rate Sheet
  • Student Rate Sheet

• Salaried
  • Recommendation for Appointment Form (RAF)

• Contracts
  • Faculty
  • Student/Staff

• Forms are available at www.andrews.edu/hr, select find an HR document.
### STAFF Rate Sheet

**Employee Type (select one):**
- [ ] New
- [ ] Transfer
- [ ] Internal Transfer
- [ ] Additional Position
- [ ] Incumbent

**Name:**

**Andrews ID #:**

**Effective Date:**

#### ACTION

<table>
<thead>
<tr>
<th>New/Transfer/Internal Transfer/Additional Position</th>
<th>INCUMBENTS only (check all that apply)</th>
<th>HR only</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] New Budget</td>
<td>[ ] Salary to Hourly</td>
<td>[ ] ITCHG</td>
</tr>
<tr>
<td>[ ] Replacing Budget</td>
<td>[ ] Change in Title</td>
<td>[ ] AFPT%</td>
</tr>
<tr>
<td></td>
<td>[ ] Change in Grade</td>
<td>[ ] ESCHE</td>
</tr>
<tr>
<td></td>
<td>[ ] Change in Hours Per Week</td>
<td>[ ] Other</td>
</tr>
<tr>
<td></td>
<td>[ ] Change in Rate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Change in Labor Distribution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Other</td>
<td></td>
</tr>
</tbody>
</table>

**Name:**

**ID #:**

#### ASSIGNMENT INFO

**Title:**

**Dept Name:**

**Dept Org #:**

**Select one:**
- [ ] Regular
- [ ] Temporary

**Select one:**
- [ ] Entire Year
- [ ] None/Minimal in summer or semester breaks

**Hours Per Week:**

**Pay Grade:**

**Wage Labor Distribution**

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTIVITY</th>
<th>%</th>
</tr>
</thead>
</table>

**Indicate any special circumstances applicable in the space below, or attach a memo.**

#### APPROVALS

**Supervisor:**

**ID #:**

**Date:**

**Next Level Supervisor:**

**ID #:**

**Date:**

**Controller:**

**Date:**

**Compensation Analyst:**

**Date:**

---

**Human Resources Use Only**

**Updated:** 11/07/2014

**I-9 Completed Date:**

**BenCat:**

**Employee Class:**

**Job Class:**

**Position Class:**

**Position:**

**Home Org #:**

**Timestream Org #:**

**Wk Comp:**

**Entered in Banner:**

**Date:**

**Credential Verified:**

**Full-time Student:**

**Leave Tr:**

**PWRCBISX reviewed:**

**Hire Letter:**

**HR Approval:**

**Date:**
# Andrews University

## Recommendation for Appointment Form

### Employee Type (select one):
- [ ] New
- [ ] Transfer
- [ ] Internal Transfer
- [ ] Incumbent

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>ID:</th>
</tr>
</thead>
</table>

### New Employees ONLY

- [ ] Yes
- [ ] No

#### Does individual hold SDA Ministerial Credentials:
- [ ] Yes
- [ ] No

#### U.S. Citizen/Permanent Resident:
- [ ] Yes
- [ ] No

#### Visa status applicable will hold:
- [ ] Independent Transfer
- [ ] No denominational connection

### Action

- [ ] New Budget
- [ ] Replacing Budget
- [ ] Outgoing employee

#### INCUMBENTS only (check all that apply):
- Hourly to Salary
- Change in Title
- Change in Grade and/or Step
- Change in Appointment %
- Other:

### Appointment Information

- Title: __________________________
- Dept Name: ______________________
- Dept Organ: ______________________
- Grade: __________________________
- Step (faculty only): ______
- Effective date of action: _____/____/____
- Appointment %: ______
- Annual Salary Rate: ______

#### Salary Labor Distribution

<table>
<thead>
<tr>
<th>PUND</th>
<th>ORCN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTIVITY</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicate any special circumstances applicable in the space below, or attach a memo.

__________________________
__________________________

### Approval Signatures

- First Level Supervisor: ____________________________
- Next Level Supervisor: ____________________________
- Vice President/Provost: ____________________________
- Controller: ____________________________
- Compensation Analyst: ____________________________
- HR Director: ____________________________

### Human Resources Use Only

- Updated: 1/1/2024

- [ ] Received Date: ________
- [ ] If Not US Citizen/PR, visa expires: ________
- [ ] Position #: ________
- [ ] Position Feb Year of Rank: ________
- [ ] New employee: ________
- [ ] New employee (with new position only): ________
- [ ] APPT %: ________
- [ ] APPTR %: ________
- [ ] TACHG %: ________
- [ ] INCHG %: ________
- [ ] CHG %: ________
- [ ] Change in Labor Distribution: ________
- [ ] Leave Twp: ________
- [ ] Extract Leave Report: ________
- [ ] WRTCH EX: ________
ANDREWS UNIVERSITY
Staff/Student Contract Form

NOTE: PROCESS flow: 1st Level Signs - 2nd Level Signs - VP/Provost - Controller - HR Director - Employment - Payroll
Processing time can take up to TWO WEEKS. Contracts should be completed before the start of the class/assignment.
Completed contracts (w/ all signatures) will be forwarded to Payroll only after the I-9 is completed at the Employment Office.
** Federal law requires all persons hired to submit satisfactory proof of employment authorization and identity within three days of being hired.
Failure to submit such proof within the required time shall result in immediate employment termination.

LastName  

FirstName  

ID#  

Email  

Telephone  

If contracted employee is a current employee, please select type: □ Faculty  □ Staff (□ Hourly / □ Salary)  □ Student
NOTE: If current HOURLY STAFF, submit a RATE SHEET instead. Please contact the Employment Office for any questions.

Is this a remote employee?  □ Yes  □ No  If yes, indicate dept contact person:

Is the payment for this contract assignment provided for in your department budget?  □ Yes  □ No

Reason for Contract Employment (please be specific):

Intended Duties

FINANCIAL CONTRACT ARRANGEMENT

Contract Period

<table>
<thead>
<tr>
<th>Begin Date:</th>
<th>End Date:</th>
</tr>
</thead>
</table>

Amount of Contract:

$  

Account to be charged:


I agree to perform the above services at the contract amount stated above. I understand that this contract does not provide any benefits other than those required under government law and/or institutional policy and is subject to cancellation pending low enrollment.

Employee Signature  

Date  

APPROVALS

First Level Supervisor Signature:  ID#  Date:

Next Level Supervisor Signature:  ID#  Date:

Vice President/Provost Signature:  Date:

Controller Signature:  Date:

HR Director Signature:  Date:

HUMAN RESOURCES OFFICE USE ONLY

Enrolled student?  Yes / No  If yes, at half-time status?  Yes / No

Form (I-9) Employment Verification completed by  Date:

Starting Pay Period #  Number of Pay Periods  $  Entered by  Date:

Ending Pay Period #  Biweekly Pay  $  Date:

REVISED November 9, 2014
ANDREWS UNIVERSITY
Contract Employment for Adjunct/Regular Faculty

NOTE: PROCESS flow: Chair → Dean → Provost → Controller → HR Director → Employment → Payroll
Processing time can take up to TWO WEEKS. Contracts should be completed BEFORE the start of the class/assignment.
Completed contracts (all signatures) will be forwarded to Payroll only after the L-2** is completed at the Employment Office.
** Federal law requires all persons hired to submit satisfactory proof of employment authorization and identity within three days of being hired.
Failure to submit such proof within the required time shall result in immediate employment termination.

LastName  FirstName  ID#

Email  Telephone

If contracted employee is a current employee, please select type:  
Faculty  Staff (Hourly  Salary)  Student
NOTE: If current Hourly Staff, must also submit a supplemental form and rate sheet.

Is this a remote employee?  Yes  No  If Yes, indicate dept contact person:

Is the payment for this contract assignment provided for in your department budget?  Yes  No

Reason for Contract Employment (please be specific):

List courses to be taught during (select one):  
Spring  Summer  Fall semester, 20__ in the box below.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th># of Credits</th>
<th>Projected Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL CONTRACT ARRANGEMENT

Rate per credit $________  Estimated hours to be worked (credit hrs x 3 x # of weeks in the semester)

Amount of Contract: $________  
Account to be charged: ________________  Contract Period:

Begin Date: / /  End Date: / / 

I agree to teach the above courses at the rate stated above. I understand that this contract does not provide any benefits other than those required under government law and/or institutional policy and is subject to cancellation pending low enrollment.

Teacher Signature  Date

APPROVALS

<table>
<thead>
<tr>
<th>First Level Supervisor Signature:</th>
<th>IDR:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Level Supervisor Signature:</td>
<td>IDR:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Vice President/Provost Signature:

Controller Signature:

HR Director Signature:

HUMAN RESOURCES OFFICE USE ONLY

Enrolled student?  Yes / No
If yes, at least half-time status?  Yes / No
Form (l-9) Employment Verification completed by ________ Date ________

Starting Pay Period #  Number of Pay Periods  Enter by

Ending Pay Period #  Biweekly Pay $________  Date

REVISED November 9, 2014
TIMELINE FOR PROCESSING EMPLOYEES

1. Complete online form
2. Submit form to Employment Office
3. Employment collects necessary paperwork from employee
4. Employment routes form for signatures
5. Employment forwards form to Payroll
HOW PAY IS CALCULATED

• Hourly
  • Pay is calculated by the hourly rate times the number of hours that have been submitted & approved on the time clock

• Salaried
  • Pay is calculated by the salary amount in hire letter is divided by 26.1 to come up with the bi-weekly salary amount

• Contract
  • Pay is calculated by the total contract amount divided by the number of pay periods stated on contract
  • If contract is turned in late a catch-up pay will be processed
## WORKED TIME

<table>
<thead>
<tr>
<th>Current Time</th>
<th>Late Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Time for Friday’s paycheck: The 2 weeks prior to the payday</td>
<td>Time prior to the 2-week pay period that was not submitted on the time clock</td>
</tr>
<tr>
<td>The days being worked now are for the next paycheck</td>
<td>Send an email to <a href="mailto:payroll@andrews.edu">payroll@andrews.edu</a> ASAP. Please include name, ID, and total hours worked for each week</td>
</tr>
<tr>
<td>Please review and edit the time clock periodically.</td>
<td>Paid on the following pay day</td>
</tr>
<tr>
<td>Deadline for time clock submission is Monday at 1PM</td>
<td>Deadline for submission is Thursday of off-pay week.</td>
</tr>
<tr>
<td></td>
<td>Please be sure to keep late time at a minimum.</td>
</tr>
</tbody>
</table>
TIME FRAUD (PER WAGE & HOUR LAW)

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

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

- **Un-submitted Time**
  - If time is reported on time clock and not submitted. Or if time is recorded on paper and never submitted.
# LEAVE TIME – HOURLY EMPLOYEES

<table>
<thead>
<tr>
<th>Paid Leave</th>
<th>Long-Term Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid leave bank consists of:</td>
<td>Long-term sick leave is available on:</td>
</tr>
<tr>
<td>• Personal time off</td>
<td>• 4&lt;sup&gt;th&lt;/sup&gt; day of illness</td>
</tr>
<tr>
<td>• Short-term sick leave (first 3 days)</td>
<td>• Immediately following surgery or</td>
</tr>
<tr>
<td>• Vacation</td>
<td>• Hospitalization needing an extended stay</td>
</tr>
<tr>
<td>• Holidays</td>
<td></td>
</tr>
<tr>
<td>May only be used when taking time off from work due to the above reasons</td>
<td>Complete and submit form to Benefits ASAP. Payment will be delayed if form is turned in later than Monday of pay week.</td>
</tr>
<tr>
<td></td>
<td>Attach doctor’s note</td>
</tr>
</tbody>
</table>
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
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 1<sup>st</sup> of every month. Supervisors will not see leave report until employee has started leave report.

• A reminder email will be sent at the end of a 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](http://www.andrews.edu/go/myleavereport)

• **SUPERVISORS - DO NOT** select “return for correction”, we do not currently utilize this function. You make necessary adjustments.
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)
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
# Payroll Expense Report: Sample

**5500 Human Resources Administration**  
*Gross Earnings Payroll Expense Report*

**Check Date: 17-Oct-2008**  
**Pay Period: 21/2008**

**Andrews University**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>ECLS</th>
<th>Posn</th>
<th>Grade</th>
<th>Rate</th>
<th>Hours/Units</th>
<th>Current Earnings</th>
<th>FYTD Overtime Hours/Units</th>
<th>FYTD Overtime Earnings</th>
<th>Fiscal Year Hours/Units</th>
<th>Fiscal Year Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-5500-911980: SALARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-5500-921980: STAFF WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-5500-922980: STUDENT WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total

Sub Total

Sub Total

Sub Total

Grand Total
WORK-STUDY PROGRAM

- Student labor budget comes from both the University & Federal/State government

<table>
<thead>
<tr>
<th>University Funds</th>
<th>Government Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Operations</td>
<td>• Federal Work-study</td>
</tr>
<tr>
<td>• Endowments</td>
<td>• Awarded each year</td>
</tr>
<tr>
<td>• Donations</td>
<td>• Michigan Work-study</td>
</tr>
<tr>
<td></td>
<td>• None for past few years</td>
</tr>
</tbody>
</table>
WORK-STUDY PROGRAM

- If a student employee has an award, Payroll assigns a work-study position.
- Work-study positions end in “W” for federal and “M” for state.
- Work-study positions will charge wages to work-study labor accounts.
- Work-study wage account numbers:
  - 9271 - Federal
  - 9275 - State
- Employing student works with work-study awards will not affect the total student labor budget available for your department.
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:

- work or services performed is limited to one event or a relatively short amount of time
- there is no intent on the part of the department to establish a continuing employment relationship

<table>
<thead>
<tr>
<th>Name</th>
<th>Andrews ID #</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Employee Class:</th>
<th>Hourly</th>
<th>Salaried</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount of Payment</th>
<th>Date(s) of project:</th>
</tr>
</thead>
</table>

Please provide detailed information about the project:

<table>
<thead>
<tr>
<th>Account(s) to be charged:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Activity Code</th>
<th>%</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>

Supervisor: __________________________ ID Number: _______ Date: _______

Please note: One time payments are for current Andrews University employees. If the employee is an hourly employee you will need to provide the hours the employee worked to abide by Federal Wage and Hour Laws.