PAYROLL

HR ADMINISTRATION PROCESS TRAINING - NOVEMBER 2017

NEW: JOB TERMINATION PROCESS

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

- <u>ACA qualifying break</u>
 - 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

<u>Student unpaid job purge</u>

- 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

Andrews 🔕 University

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 form one-time pay, exceed 40 in a given week

Name			Andrews ID	Andrews ID #		
Department			_	Hourly Current Employee Class: Salaried		
Amount of Payment:				For week of(beginning date of week worked):		
				Total Hours Worked:		
Please provide	detailed in	formation abo	ut the project:			
Account(s) to	Fund .	Org	Account	Program	Activity Coo	ie %
be charged.						
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
Current time for Friday's paycheck: The 2 weeks prior to the payday	Time prior to the 2-week pay period that was not submitted on the time clock
The time worked now is for the next paycheck Please review and edit the time clock	Send an email to payroll@andrews.edu ASAP. Please include name, ID, and total hours worked for each week
periodically.	Paid on the following pay day
Deadline for time clock submission is Monday at 1PM	Deadline for submission is Thursday of off- pay week.
	Please be sure to keep late time at a minimum.

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
Paid leave bank consists of:Personal time off	 Long-term sick leave is available on : 4th day of illness
Short-term sick leave (first 3 days)	Immediately following surgery or
VacationHolidays	Hospitalization needing an extended stay
Tondayo	Complete and submit form to Benefits ASAP. Payment will be delayed if form is turned in
May only be used when taking time off from work due to the above reasons	later than Monday of pay week.
	Attach doctor's note

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 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: <u>www.andrews.edu/go/myleavereport</u>
- **SUPERVISORS NEVER** select "Return for Correction". This functionality is not applicable to our supervising structure. Make the adjustments via "Change Record".

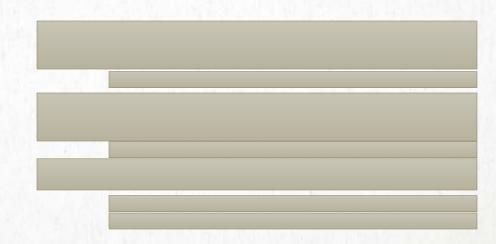
TIME CLOCK WEBSITE

- Time clock manager access must be requested from the department head. Please send a request to <u>payroll@andrews.edu</u> 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



EMPLOYEE DASHBOARD

Semployee Dashboard X				≛ – ⊡ ×					
← → C 🔒 https://bantst.andrews.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard 🕈 🖈 🗄									
🔛 Apps 💧 Banner 🗋 Banner J	ob Sub 💧 Time Clocks 🗋 Time	Clocks Admin 🛛 👌 Timeclock Manager : 🗆 🎝 bSwift Lo	gin 🗋 Chemical Bank 📋 NIDA Lookup	👌 Banner Statement Loo 🕒 HR Downloads 🛛 👋					
Andrews University				🗱 🔔 Mrs Jane Lucy Smith					
Employee Dashboard									
Employee Dashboard									
	Smith, Jane Lucy	Leave Balances as of 10/28/2016							
	My Profile My Team	Salaried Vacation Time in days	•						
0.0				Full Leave Balance Information					
Pay Information			~	My Activities					
Latest Pay Stub: 07/01/201	16 All Pay Stubs	Direct Deposit Information	Deductions History						
Earnings			~						
Benefits			*	Employee Menu					
Taxes			~	•					