

	Florida Gulf Coast University Policy Manual	Policy: 3.016 <i>Approved: 4/22/09</i>
	Title PAYROLL GUIDELINES	Responsible Executive: <i>Vice President for Administrative Services & Finance</i> Responsible Office: <i>Human Resources</i>

I. POLICY STATEMENT

It is the University's policy to pay all employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records. Employees have a duty to comply with University guidelines with respect to time and attendance. Supervisors have a duty to be familiar with those procedures as well as the basic provisions of the Fair Labor Standards Act (FLSA) covering time reporting and record keeping

II. REASON FOR POLICY

To ensure that all payments through the University Payroll System are made to bona fide employees of the University and that these employees have earned the amount requisitioned by performing duties, using leave, and/or receiving taxable fringe benefits as appropriate for their authorized positions in accordance with the Fair Labor Standards Act (FLSA) and other applicable federal and state laws.

III. DEFINITION OF TERMS

A. *Eligibility for Payroll* - After a new employee has been hired, the process for placing an employee on payroll includes the completion and submission of appointment forms according to the Human Resources' [Payroll Calendar](#), obtaining budget approval and completing the Human Resources sign-on process. Refer to Human Resources website for more details regarding the appointment and [sign-on](#) processes. An individual becomes eligible for payment through the University payroll system once the above requirements have been met and approved employment services have been rendered.

B. *Time Entry Approval/HR-Payroll Liaisons* - The Department of Human Resources authorizes Time Entry Approver Banner access to those individuals selected by the department head, Dean/Director or designee to perform the Time Entry Approver/HR-Payroll Liaison functions. In the event that the time entry approver is the supervisor of the OPS hourly employee, they will approve the time on Gulfline. In the event that the HR-Payroll Liaison is performing the time entry approver function for a supervisor, a printed timesheet signed by the supervisor must be submitted to the liaison before

they perform the approval function. These printed timesheets must be filed and retained by the department for audit purposes according to the State's Records Retention Schedule.

- C. *Payroll Certification* - The Total Payroll Cost Report and Leave Liability Report are available online to authorized users on the Tuesday preceding each pay day. It is the responsibility of the Vice-President, Dean/Director or designee to certify that the information on the Total Cost Report is accurate and to report any discrepancies to HR-Payroll by completion of Payroll Certification form according to the Payroll Certification Guidelines. Contact the Payroll Office in the Department of Human Resources (hereinafter referred to as HR/Payroll) with any questions regarding the payroll certification process. The completed Payroll Certification form must be filed and retained by the department for audit purposes according to the State's Records Retention Schedule.

- D. *Payroll Calendar* - The Department of Human Resources publishes an annual Payroll Calendar containing the schedule of payroll dates and deadlines. Employees are paid on a biweekly basis after employment services have been rendered. Faculty, A&P, Support Personnel and Adjunct Faculty (BS Payroll) are paid on alternate Fridays for the time worked through the Saturday preceding the check date. Student Workers and other OPS employees (BH Payroll) are paid on the same alternate Fridays for time worked through the Saturday that precedes the Check Date by approximately two weeks (13 days). The table below illustrates the Pay Period Beginning and Ending Dates with the corresponding Check Date.

Biweekly Salary (BS)		Biweekly Hourly (BH)		Check Date
Pay Period Beginning Date	Pay Period Ending Date	Pay Period Beginning Date	Pay Period Ending Date	
12/16	12/29	12/09	12/22	01/04
12/30	01/12	12/23	01/05	01/18

- E. *Method of Payment* - As a condition of employment, all Faculty, A&P and Support Personnel are required to participate in direct deposit by Electronic Funds Transfer (EFT). Although OPS employees are encouraged to participate in direct deposit, those who do not elect this option receive an FGCU pay check. Cash payments are not made. All employees may view their pay stub on Gulfline. Wage and salary advances are not permitted.

- F. *Distribution of Pay Checks* - The Finance and Accounting Department is responsible for printing and distributing pay checks. Only individuals designated by the respective departments are authorized to collect pay checks. The distribution of pay checks within the department cannot be

performed by the same individual who certifies the Total Payroll Cost Report. In the absence of the authorized individual, a proxy may be appointed to collect and distribute pay checks for a particular payday. In the event that no authorized person is available to distribute pay checks, an employee may sign for their own pay check with proper identification.

- G. *On Demand Checks* - If an employee is not issued a paycheck on pay day due to a departmental error, an “on demand” check may be requested. A \$25.00 administrative charge may be assessed to the department. On demand checks are not direct deposited, are issued on Wednesdays and Fridays each week and require a minimum of 24 hours-notice. If an employee is not issued a paycheck due to their own negligence, the HR-Payroll office will process the payment in the next pay period following receipt of the missing documentation.
- H. *W-2 Forms* - The W-2 Forms are prepared in HR-Payroll and are required to be distributed by January 31st of each year. Questions regarding W-2s and requests for duplicate W-2s should be directed to the HR-Payroll Office.
- I. *Request for Replacement Paychecks* - When a replacement paycheck is required due to a paycheck being lost, stolen, destroyed or damaged, the employee must contact the HR-Payroll Office. Finance & Accounting will be contacted to verify that the check has not cleared the University’s bank account. Upon receipt of the verification, a “stop payment” order is issued and the paycheck is reissued to the employee.
- J. *Underpayment to Employees* - If an underpayment is made, the HR-Payroll Office should be notified immediately. All underpayments will be corrected on the next available payroll or via the “on-demand” process.
- K. *Overpayment to Employees* - If an overpayment is made, the HR-Payroll Office should be notified immediately. All overpayments will be corrected according to the FGCU-PR5.003 Employee Debt Collection regulation

IV. PROCEDURES

Bi-Weekly Payroll Process

A. Hourly OPS Payroll Process

1. OPS hourly employees: enter their hours worked via the Gulfline employee self-service system according to the published Payroll Calendar.
2. Employee’s Supervisor: the work time entered by the hourly OPS employee must be approved. This is accomplished either via Gulfline or by

signing a print screen of the time entry timesheet and routing it to the employee's authorized HR-Payroll Liaison.

3. HR-Payroll Liaison: upon receipt of the approved time entry screen print from the supervisor, the liaison will approve the hours via Gulfline.

In the event that time is not entered or approved in Gulfline by the deadline on the published Payroll Calendar, a printed timesheet approved by the supervisor must be submitted to HR-Payroll for processing. An email requesting payment from the employee's supervisor will be acceptable provided it includes the employee's name, hours worked, pay period worked, and department FOAPAL to charge. Email requests must be received no later than noon on the Friday following the pay period end date. Requests received by HR-Payroll after the deadline will be processed on the next available payroll or via the "on-demand" process.

B. Salaried Payroll Process

4. Support Personnel Employees

- a) The timesheets for Support Personnel employees are due in HR-Payroll on the Monday following the last day of the pay period. The timesheets must contain the authorized signature of the employee's supervisor or designee. Supervisors should forward the timesheet to HR-Payroll regardless of having secured the employee's signature. Timesheet and instructions are available on the HR website.
- b) Due to the payroll processing requirements, timesheets are received after payroll has commenced; therefore, adjustments for leave usage, compensatory time earned and docked hours are processed in the following pay period.
- c) For employees whose timesheets have not been submitted for more than two pay periods, HR-Payroll will suspend direct deposit. In order to release the paycheck and reinstate the direct deposit, the employee must submit up-to-date approved timesheets to the HR-Payroll Office.

5. Faculty and A&P Employees

Timesheets are not required for Faculty and A&P positions. An Application for Leave form is required when a Faculty or A&P employee requests use of accrued leave. The form is to be completed by the employee and approved by the employee's supervisor or designee. The signed form must then be forwarded to HR-Payroll for processing.

6. Adjunct and other salaried OPS Employees

Adjunct and other salaried OPS employees are paid according to the approved appointment form, adjunct agreement or Electronic Personnel Action Form (EPAF) submitted to HR.

7. Separating Employees

a) Upon separation of employment, applicable payments for annual leave, sick leave, overtime and/or compensatory leave are processed in the next pay period following the final payment for regular hours worked.

b) Upon notification that a separating employee has an outstanding financial obligation, the amount due may be withheld according to the FGCU-PR5.003 Employee Debt Collection regulation.

C. Payroll Certification Guidelines

It is the responsibility of the VP/Dean/Director or designee to follow the procedures and requirements outlined in the Payroll Certification Guidelines (Appendix A) and for filing and retaining the Payroll Certification Form for post-audit purposes.

V. HISTORY

New 1/ 1/2004; Amended 4/22/09

VI. APPENDICES

Appendix A (Payroll Certification Guidelines)

APPROVED

*s/Wilson G. Bradshaw
President

April 22, 2009
Date

EFFECTIVE:

April 22, 2009

* This policy reflects changes to the formatting only. No changes have been made to the text.

**Appendix A
Human Resources
Payroll Certification Guidelines**

PURPOSE

To outline the process necessary to ensure payments made to employees are correct and the appropriate adjustments for absences have been made.

ROLES & RESPONSIBILITIES

A. Time Reporting and Approvals

1. Employees

Based on an employee's pay plan, the employee is responsible for the following:

- a. OPS Hourly – employee is required on a bi-weekly basis to enter and certify their hours worked online via Gulflink according to the published payroll calendar.
- b. Support Personnel – employee is required on a bi-weekly basis to complete and submit a paper timesheet.
- c. Faculty and A&P – employee is required to complete and submit an Application for Leave Form when leave time has been taken.

2. Supervisor

On a bi-weekly basis, the supervisor is responsible for:

- a. Verifying the accuracy of hours worked.
- b. Approving time records or leave forms received.
- c. Forwarding the approved time and leave records to their designated HR-Payroll Liaison.

3. HR-Payroll Liaison

On a bi-weekly basis, the designated HR-Payroll Liaison is responsible for the following:

- a. OPS Hourly - When a Liaison is not the employee's direct supervisor, the Liaison is responsible for approving time entry on Gulflink based on receipt of a printed Gulflink timesheet signed by the employee's supervisor. When a Liaison is the employee's direct supervisor, the Liaison is responsible for approving time entry on Gulflink.
- b. Support Personnel – the Liaison is responsible for collecting approved timesheet for their Unit/Department/College and submitting them in batch to the HR-Payroll Office.
- c. Faculty and A&P – the Liaison is responsible for collecting approved Leave Forms for their Unit/Department/College and submitting them in batch to the HR-Payroll Office.

Liaisons must approve OPS hourly time entry in accordance with the Payroll Calendar available on the Human Resources web site.

Liaisons must submit Support Personnel timesheet and Faculty and A&P Leave Forms to HR-Payroll Office no later than the Wednesday following the BS Bi-weekly pay period end date.

Liaisons must maintain copies of time records and leave forms submitted to HR- Payroll in accordance with the State's Records Retention Schedule.

B. Payroll Certification Process

The Unit/Department/College is required to certify the accuracy of their employee payroll for each bi-weekly pay period. Through the certification process the Unit/Department/College is acknowledging that the employees paid are authorized employees of Florida Gulf Coast University and are entitled to the payments reflected on the Total Payroll Cost Report.

1. HR-Payroll Liaison

On the Tuesday afternoon following each payroll period end date, the Total Payroll Cost reports should be printed from ePrint and distributed to the designated VP/Dean/Director or designee.

2. VP/Dean/Director or Designee:

Certifying VP/Dean/Director or designee should review the employees listed on their reports, validate that the employees did in fact work and the earnings accurately reflect time worked and/or leave taken or any applicable taxable fringe benefits. Review of the report includes noting any discrepancy found, such as incorrect payment or a payment to an employee who is no longer active.

Certification is indicated by signing and dating the bottom of the Payroll Certification form. The signed Payroll Certification form and accompanying Total Payroll Cost Report is to be returned to the HR-Payroll Liaison for retention according to the State Records Retention schedule.

Errors or inconsistencies are to be listed on the Payroll Certification form and the form must be faxed to HR-Payroll immediately at 239-590-1011.

3. HR-Payroll Liaison:

The Unit Department/College will validate on a pay period by pay period basis that certification reports have been signed and returned. ***Certification signatures from VP/Dean/Director or designee are to be obtained by the respective pay date.*** Certified reports shall be retained in accordance with the State's Records Retention Schedule.

4. HR-Payroll:

The payroll staff shall provide timely preparation and distribution of payroll payments to employees and process any necessary corrections or adjustments.