

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Payroll Processing	<u>Number</u> 410
Related Policy:	Personnel Records – 6Hx20-4.025	<u>Page</u> Page 1 of 2

**I. Purpose**


To provide documentation of time worked and leave taken to satisfy state and federal record-keeping requirements. To establish procedures for what is included as paid wages in a pay period.

To ensure official authorizations are obtained prior to any changes to employee payroll records.

**II. Procedure**

- A. Each non-exempt employee shall complete an electronic bi-weekly leave and time report which must be submitted and approved by their immediate supervisor within Workday.
- B. The bi-weekly leave and time reports must be submitted to the Payroll Department by established deadlines. The deadlines can be found in the Payroll Calendar on the College's intranet site. Reminders of deadlines are also emailed to employees via Collegelist on email.
  - 1. For each full day worked, the appropriate number of hours must be placed in the box for the appropriate day: 7.50 hours each day for a five-day work week; and 9.25 hours on Monday and Tuesday and 9.50 hours on Wednesday and Thursday for a four-day work week.
  - 2. For additional regular hours or overtime hours, the times (i.e., 4:00 - 6:30 p.m.) must be recorded in the designated space.
  - 3. All leave must be recorded in the designated space by appropriate number of hours covered by the leave.
- C. Administrators and faculty need to submit their absence requests within Workday only when leave is taken.
- D. For any human resources transactions (new hires, transfers, promotions, demotions, reassignments, reclassifications, leaves, leaves without pay, terminations, and payroll deductions) to be effective on a given payday, the necessary paperwork must be processed through all channels and received in the Human Resources Department by the time and date timesheets are due to the Payroll Department per the Timesheet Calendar. Items not in such a completed state by the Timesheet cutoff date will be paid on the next pay cycle.

- E. In order to start, stop, or change employee records or payroll deductions, employees must complete the appropriate payroll authorization document in the Human Resources Department
  - a. Direct Deposit – Employees must have a completed direct deposit form within Workday in order to be paid. Direct deposit is mandatory for new hires as of October 1, 2001.
  - b. Employees can initiate the following changes of deductions or payroll directions from the profile page in Workday:
    - i. Change of Tax Election – Start or change W4 tax withholding instructions
    - ii. Change of name, address, or phone number. Changes in name will require the submission of an updated social security card reflecting the name change.
    - iii. Changes of emergency contact may be made.
    - iv. The employee can adjust changes to tax-sheltered amounts. (403b, 457, and Health Savings Account deferrals)
    - v. General payroll deductions can be updated.

Responsible Official: Director, Payroll	
President's Signature: 	Date: 01/31/2023