

## MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Joey Sword, Director of Human Resources  
Bill Shorter, University Controller

DATE: March 9, 2012

SUBJECT: Personnel/Payroll Paperwork

Recent reviews have revealed a continuing and significant problem with late, missing, and/or incorrect personnel/payroll paperwork submitted by campus departments.

Departments are responsible for planning in order to now have a criminal background check completed and to prepare personnel/payroll documents in a timely and accurate manner to hire and pay employees appropriately. Human Resources and/or Payroll cannot initiate documentation required to generate a paycheck. Some specific issues to which departments need to pay particular attention are as follows:

- **No employee will be allowed to start employment at the University before a hiring proposal or PR40, Personnel Action form, has been completed and approved.** Human Resources will notify each department when the hiring proposal or PR40 has been approved for all full- and part-time classified and Administrative and Professional faculty, and wage employees. For teaching and research faculty, HR notifies the Provost's Office when the PR40 is approved.
- One-time payments are for a specified dollar amount to be paid. Payroll may determine based on the department's request if the dollar amount is to be paid in one lump sum or over several pay periods. PR40s for one-time payments must complete all approval levels and be received by Human Resources before the effective date (the date the work begins). In cases when the amount to be paid is undetermined at the time of hire (i.e., student workers being paid on a per-issue or commission basis, or additional payments to current faculty or staff), the PR40 should be submitted and received in HR before the individual begins to work with a note in the comment section identifying the basis for the calculation (i.e., hourly rate, commission rate, issue rate, event). When the amount to be paid is determined, the amount may then be submitted directly to Payroll for processing.
- Additional payments outside of the base salary to be made to a non-exempt employee must be reviewed by Human Resources prior to authorizing payment. If there is a question about whether the employee is exempt or non-exempt, please call Human Resources before the payment is negotiated. If approved, the PR40 requests for any additional payments such as a one-time or adjunct pay to non-

exempt employees must include in the comment section the specific dates of work and the hours to be scheduled each day.

- If an employee is to be paid on an hourly basis, the PR40 should hire the employee as a temporary wage type employee - remember that a PR23 is also required for all temporary wage positions. Hours worked should then be reported to Payroll according to established deadline dates to generate the paycheck.
- No employee will be allowed to continue employment without having completed an I-9, Employment Eligibility Verification form. The most current revision of the I-9 form is required. All employees must, at a minimum, complete Section 1 of the I-9 on the first day of employment and provide all required documents by the end of the third work day. If the one-time pay is for one day, the I-9 must be fully completed on or before that day. Required documentation must also be obtained to complete E-Verify on or before the first day of employment.
- Timecards for wage employees and online timesheets for student workers must be completed accurately, approved by the supervisor, and submitted to Payroll by the appropriate deadlines. The supervisor is responsible for verifying and approving that all time recorded was actually worked.
- A PR4, Separation Notice, must be completed with appropriate signatures prior to or on the business day of the employee's separation date (excludes work study positions assigned through Financial Aid Office) to avoid payroll overpayments and to comply with the University's information security policy. The PR4 has been revised and now contains a section that must be completed, signed and maintained by the employee and supervisor.
- Departments must respond to Human Resources and/or Payroll within one business day when problems or errors have been noted with submitted documents.
- If paperwork is not submitted timely and an employee's paycheck is affected, departments must immediately notify the affected employee and the appropriate dean, director, or department head. Payroll will not process salary advances because of a supervisor's failure to process the required forms.

Departments will be held accountable for compliance with all Human Resource/Payroll deadlines, policies and procedures. An Exceptions Report that includes all paperwork not received according to these requirements will be compiled by Human Resources and/or Payroll and reported to the appropriate vice president on a monthly basis. **Failure to comply with deadlines, policies or procedures may result in disciplinary action in accordance with applicable policies.**

If you have any questions, please contact Human Resources or Payroll.

cc: President  
Vice Presidents