

PAYROLL MANUAL

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INTRODUCTION

The UAS Office of Financial Affairs offers a full range of payroll services, and the responsibilities associated with this function include the following:

- Prepares the payroll for all UAS Office employees
- Deposits federal, state, and local withholding taxes as required by law
- Provides payroll deductions for insurance plans
- Provides payroll deductions for tax-sheltered annuity programs
- Provides payroll deductions for U. S. Savings Bonds
- Provides payroll deductions for members of the Alabama Credit Union and University Credit Union
- Provides direct deposit of employees' net pay into their personal bank accounts
- Prepares and mails employees' W-2 forms
- Processes “stop payment” requests on payroll checks
- Distributes annual statement to each employee summarizing all employee benefits

The following staff may be contacted for assistance with problems or questions regarding the various payroll services provided:

Linda Flaherty-Goldsmith
Sandra W. Horne
Marlene L. Brown

Vice Chancellor for Financial Affairs
Director of Financial Operations
Assistant to the Director of Financial Operations

The subsequent pages include samples of forms used in the payroll process with detailed instructions on completing these forms. If you have any questions or need additional information regarding these forms, please call Sandra W. Horne at 348-7879 or Marlene Brown at 348-7818.

REQUEST FOR PERSONNEL ACTION FORM

The primary use of this form is to place or remove an employee on or from payroll or to reflect a change in salary or job title. This form can be obtained from the Director of Financial Operations and after completion should be returned to the Office of Financial Affairs.

The following numbers correspond to the numbers on the sample form, which appears on page 5.

1. Request for Personnel Action
The name of the form.
2. Date
Enter date the form is completed.
3. Soc. Sec. #
Transcribe Social Security Number directly from employee's Social Security card.
4. Name
Enter last name, first name, and middle initial of employee. Use name as given for legal signature. No nicknames should be used.
5. Date of Birth
Enter date employee was born.
6. Mailing Address
Enter address of record for all correspondence from the UAS Office (e.g., deposit notices, checks, benefit statements, etc.).
7. Home Phone Num.
Enter employee's home phone number. To be used for emergency notification to or about employee.
8. Position Title
Enter title of this position.
9. Starting Date
Enter effective date of the current appointment. This date should be the first day on the job.
10. Status
Enter full-time, part-time, or temporary to determine the employee's eligibility for UAS Office benefits.
11. FTE (Full Time Equivalency)

Indicate percentage of a full-time 40-hour week that an employee is to work.

12. Total Salary
Annualize the salary amount for this position for the budget year.
13. Rate
Enter amount to be paid each pay period.
14. Ending Date
Enter termination date.
15. Type of Action
Indicate whether the personnel action is an appointment, job reclassification, salary change, or termination of present position.
16. Old Accounts
Enter FTE, salary amount, and account number(s) of current salary distribution.
17. New Accounts
Enter revised or new FTE, salary amount, and account number(s) for proposed salary distribution.
18. Check Disp.
Indicate whether check is to be hand delivered or deposited.
19. Name of Bank
If check is to be deposited, provide the name of the bank, account number, and name of account.
20. Comments
Use to provide any other pertinent information about employee or position.
21. Approval
To be signed by Supervisor.

DEPARTMENTAL LEAVE RECORD

The Departmental Leave Record form is the official record of leave taken and is maintained by the Office of Financial Affairs. The record will accrue for

one year beginning on October 1. It is provided by the Office of Financial Affairs for each permanent employee to compare leave balances at the beginning of each fiscal year. The following numbers correspond to the numbers on the sample form, which appears on page 7.

1. Departmental Leave Record
The name of the form.
2. Vacation Accrual Rate
Number of hours earned per month based on number of years of service.
3. Sick Leave Accrual Rate
Number of hours earned per month.
4. Employee Name
Name of individual employee.
5. Annual Leave Balance Forward/Sick Leave Balance Forward
Ending balance from previous fiscal year.
6. Date
Last working day of each month in fiscal year.
7. Earned
Rate of accrual.
8. Used
Amount of leave used for current month.
9. Balance
Balance remaining at end of each month.

ADMINISTRATIVE AND PROFESSIONAL LEAVE RECORD

This form is used by all exempt employees to record vacation, sick, personal, and administrative leave taken during the pay period. This form can be obtained from the Director of Financial Operations. It should be completed by all exempt employees and submitted to the Director of Financial Operations by the 20th of each month. The following numbers correspond to the numbers on the sample form, which appears on page 9.

1. Administrative and Professional Leave Record
The name of the form.
2. Date
List date form is completed.
3. Month
List current month and year.
4. Annual Leave
List number of annual leave hours taken.
5. Sick Leave
List number of sick leave hours taken.
6. Personal Leave
List number of personal leave hours taken.
7. Administrative Leave
List number of administrative leave hours taken.
8. Other Leave
List number of jury, bereavement, etc., hours taken.
9. Signed
To be signed by employee.
10. Approved
To be signed by Supervisor

EMPLOYEE TIME AND ATTENDANCE SHEET

This form is used by non-exempt employees to record the total number of hours worked in addition to any vacation, sick, personal, or other leave taken. Non-exempt employees are defined as those employees who are not exempt from timekeeping and overtime provisions of the Fair Labor Standards Act. This form, which can be obtained from the Assistant to the Director of Financial Operations, should be completed by all non-exempt employees and submitted to the Director of Financial Operations by the 20th of each month.

The following numbers correspond to the numbers on the sample form, which appears on page 12:

1. Employee Time and Attendance Sheet: Non-Exempt Employees
The name of the form.
2. Social Security Number
Enter employee's Social Security Number.
3. Period Begin Date
Enter beginning date of current pay cycle.
4. Employee Name
Enter name of employee.
5. Period Ending Date
Enter ending date of current pay cycle.
6. Regular
List number of hours worked each day.
7. Overtime
List overtime hours worked each day.
8. Vacation
List number of vacation hours taken per day.
9. Sick
List number of sick hours taken per day.
10. Other
List any personal, administrative, bereavement, holiday leave, etc., taken per day.
11. Total
Enter total hours for each work day.
12. Remarks
Employee can provide any information deemed necessary.
13. Date
Enter date form is completed.
14. Employee Name
To be signed by employee.

15. Supervisor's Name
To be signed by Department Head/Supervisor.

BIWEEKLY EMPLOYEE TIME SHEETS

This form is used by maintenance staff and student assistants to record the number of hours worked each day. If an employee (full-time) uses any vacation, personal holiday, sick leave, etc., these hours should be reflected on this form. It should be completed and turned into the Assistant to the Director of Financial Operations on Mondays, by 9 a.m., before regular pay day.

The employee must sign his or her time sheet. The supervisor's signature is mandatory. Time sheets received without the supervisor's approval will not be processed for payment. In addition, the supervisor must initial any corrections appearing on the time sheet, i.e., erasures, strike-overs, liquid paper, etc.

All time should be recorded as whole hours and/or decimals on the time sheets. A table for converting minutes to decimals is as follows:

<u>Minutes</u>	<u>Decimals</u>
5	.08
10	.17
15	.25
20	.33
25	.42
30	.50
35	.58
40	.67
45	.75
50	.83
55	.92

The following numbers correspond to the numbers on the sample form, which appears on page 16.

1. Employee Time and Attendance Sheet: Biweekly Employees
The name of the form.

2. Social Security No.
Enter employee's Social Security Number.

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3. Name
Enter name of employee.

4. Period Begin Date
Enter beginning date of current pay cycle.

5. Period Ending Date
Enter ending date of current pay cycle.

6. Date
Current month and day of pay period.

7. Day
Days of week worked.

8. Regular
List number of regular hours worked per day.

9. Overtime
List number of overtime hours worked per day.

10. Vacation
List number of vacation hours taken per day.

11. Sick
List number of sick hours taken per day.

12. Other
List any personal, administrative, bereavement, holiday leave, or other leave hours taken each day.

13. Total
Enter total number of hours to be compensated each day.

14. Comments
Additional information needed to explain hours worked or taken by employee.

15. Date
Enter date form is completed.

16. Employee Name
To be signed by employee.
17. Supervisor Name
To be signed by Supervisor.