

# SOP – UNM Biology Department Payroll Processing

<b>Department of Biology</b>		<b>Policy and Procedure</b>	
SOP – UNM Biology Department Payroll Processing		Document ID:	
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## Purpose

The purpose of this document is to identify UNM Biology Department payroll processing procedures.

## Policy

This procedure applies to employees submitting time and the personnel responsible for processing payroll for all employees of the UNM Biology Department including full time, part time, and on call faculty, staff, and students.

## Definitions

**Approver:** The person who approves the Department's time entry within the Banner system.

**Timekeeper/Originator:** The person who enters time in the Banner system under the PHATIME application for the department.

Proxy: A back-up person in the department. This person can have either/or both approver and timekeeper rights.

Pay Period: a pay period that is open or closed based on the payroll calendar. The pay period is different for monthly and bi-weekly employees.

Monthly (Exempt) employee: an employee that is exempt. This employee classification is paid once a month at the last business day of the month. This employee reports leave taken (annual and sick) NOT hours worked.

Bi-weekly (Non-exempt) employee: an employee that has non-exempt status. This employee is paid on a bi-weekly basis. This employee reports the hours they worked as well as hours not worked (sick and annual leave). Students will not have sick or annual leave and only report hours worked.

## **Controls**

Timesheets must be signed by both employee and supervisor.

A person may have both timekeeper and approver rights, but CANNOT actively use both rights in a pay period (ie the timekeeper and the approver must be different people).

The timekeeper can enter his/her own payroll; but this person CANNOT be the approver.

The approver can approve his/her own payroll; but this person CANNOT enter the time. After time is entered, the payroll timesheet will be submitted to the Department Chair with a copy of what was entered into Banner and the Chair will sign acknowledging that the two agree.

## **Responsibilities**

Employees: Employees are required to turn in a timesheet with supervisor approval in a timely manner in the correct pay period. Time Entry adjustment forms can be submitted for corrections, but they should not be used as a means for turning in back pay.

Supervisors: Individuals that supervise an employee that is required to submit a timesheet or time exception sheet (non-exempt and exempt employees). The supervisor must sign this timesheet or time exception

acknowledging and concurring with hours worked and/or leave taken. Supervisors are responsible to ensure that all information on timesheets is correct and signing a timesheet is the supervisor's implicit approval that the recorded time is correct.

**Timekeeper:** Individual(s) designated by the Department that have been trained to enter timesheets and time exception for employees in the department.

**Approver:** Individual(s) designated by the Department that have been trained to review and approve timesheets and time exceptions submitted by employees.

### **Prerequisites and Required Items**

The following Banner training classes are required to be either a timekeeper or time approver:

- BANG-EXM004 Banner Fundamentals and Navigation Competency Exam (on-line)
- FINPRV102 Securing Private Data Exam (on-line)
- Accurate Time Reporting
- Department Time Approvals (online)
- Department Time Entry
- Timekeepers and Time Approvers Mandatory Review (required on an annual basis)

### **Detailed Steps for Bi-Weekly Processing of Payroll**

Timesheets are due every two weeks for bi-weekly employees. In order for the department to ensure that time entry is complete, timesheets are due to the Biology accounting office no later than 4:00 pm on Wednesday (every two weeks). There are occasional adjustments to this deadline when the payroll office requires early reporting. For department purposes, a timesheet is late if received after 4:00 pm on Wednesday. If a timesheet is late, the employee must either fill out a time entry adjustment form signed by their supervisor explaining why the timesheet was late to the department or a memo must be written to the department timekeeper explaining the late timesheet. Either of these forms of documentation are kept on file with the timesheet.

On the week that timesheets are due, e-mails are sent out to UNM-Bio letting all employees know that timesheets are due (date and time due). Attached to this e-mail is timesheets for staff and for student employees. Timesheets are also located at the front office, across from the main

office, and on-line. All timesheets must be filled out electronically for ease of review by the supervisor and the time originator.

Timesheets are turned in by employees to three locations (lockbox at front office, lockbox outside main offices, and via e-mail to the timekeeper).

Timesheets must have the employee's signature as well as the supervisor's signature. Per UNM Business Policies, the employee and the supervisor are required to have IN and OUT fields filled out.

If a signature is missing, the employee or supervisor needs to turn in the timesheet so that it can be processed.

If a timesheet is missing an employee signature because the employee is out of the office, the employee must make arrangements with the timekeeper to review their timesheet and sign it.

If a timesheet is missing a supervisor signature, the employee must e-mail the supervisor, cc the department administrator and/or the timekeeper explaining the number of hours submitted and ask the supervisor to approve the timesheet electronically. This e-mail is then retained with the timesheet.

If a timesheet is missing In and Out fields, the employee and the supervisor will be e-mailed with the request to fill out a new timesheet.

If an employee or supervisors crosses a field out in the timesheet, they are **required to initial** the timesheet. No timesheets with whiteout will be accepted.

It is the responsibility of the employee and the supervisor to ensure accurate time reporting and delays in payroll can happen if records are not accurate. Actual time worked must be accurately reflected on these timesheets. Supervisor signature on the timesheets verifies that the time sheets are correct. Any errors in time report are the responsibility of the supervisor and must be reported immediately.

If a supervisor is on leave and cannot verify employee hours worked, the supervisor still needs to sign the timesheet. Indicate on the timesheet the hours that the supervisor cannot verify—write in something like “unable to verify these hours worked”. This shows that the supervisor is actively engaged and knows when employees are working. This practice ensures that timesheets are accurate and will cover the supervisor for paying an employee when the supervisor is not present. This should not be used as a normal practice, should only be used in the absence of the supervisor.

Overtime and comp time are allowed for bi-weekly staff members, but must be approved by the supervisor and must follow Union guidelines is applicable. For additional information union policies can be found at <http://hr.unm.edu/consulting/unioncontracts.php>. Overtime and comp policies can be found at <http://www.unm.edu/~ubppm/ubppmanual/3500.htm>. Additionally, not all staff members that are paid via grant are allowed to be paid overtime. This depends on the grant and the funding agency. It is the responsibility of the Principle Investigator (PI) of the grant to know if overtime is allowed to be paid from his/her grant.

Students are not allowed to work more than 30 hours when school is session. While classes are not in session students are not allowed to work more than 40 hours a week. For additional information on student policies, please go to <http://www.unm.edu/~wsestudy/sehandbook.html>.

The timekeeper collects all timesheets on Wednesday after 4:00 pm and begins to alphabetize them also scanning for potential timesheet problems.

The timekeeper will extract time and spends Thursday entering all timesheet information into the Banner PHATIME application. This is an electronic application that takes the information from employee timesheets and once approved will send the information to payroll to process paychecks or direct deposit for employees.

The timekeeper enters the number of hours a day that is worked for bi-weekly employees and the classification for those hours (ie eight hours at annual leave, two hours at overtime). For monthly employees, the timekeeper enters the type of leave and the number of hours of leave that is reported. Questionable timesheets are left out of processing to resolve issues with either the approver or the employee or supervisor. If a timekeeper modifies a timesheet, the individual modifies the timesheet in another color pen and initials that they made a modification to the timesheet. If any additional back-up documentation is needed, this is included either written on the timesheet (ie. Phone conversation with payroll) or e-mail hard copy stapled to timesheet.

All employees' timesheets must be entered and approved no later than 5:00 pm on Monday unless specified early by the payroll department.

The timekeeper typically completes all entry by Friday morning and then will give all of the timesheets to the approver. If a timekeeper is not at work or unable to enter time, a proxy will enter time for the timekeeper. This timeframe gives the timekeeper approximately one business day to resolve all problems.

If there is a problem with the submitted timesheet, the employee or the supervisor has until Monday at 8:00 a.m. to submit a correction. Otherwise, all other corrections are done either on the next payroll or with a time entry adjustment form depending on the nature of the correction.

The timekeeper notes any anomalies with timesheets that they are entering in the comments section of PHATIME. For example, if an employee takes bereavement leave this would be commented under the individual's time entry.

On Friday (unless otherwise noted due to early payroll deadlines), the approver, compares the timesheets for every individual against the timekeeper's entries. If discrepancies exist, the approver returns for correction the employee's time entry and the timesheet. After all time is either approved or returned for correction, the approver analyzes the Department Summary form looking for employees who need to turn in a timesheet. Any identified employees that have not sent in a timesheet, are called and sent an e-mail to them and their supervisor explaining the urgency of turning in a timesheet. Time entry approval is performed individually and not as a mass approval.

Any returned timesheets are now the timekeeper's responsibility to re-enter and correct. Once this is accomplished, the timekeeper again returns the timesheets to the approver for time entry approval. This process takes place until all timesheets are entered and approved.

## **Detailed Steps for Monthly Processing of Payroll**

Leave entry forms are due every month for exempt employees. In order for the department to ensure that time entry is complete, monthly sheets are due no later than the first Friday of every month since payroll processing occurs on the 20<sup>th</sup> of every month. Accommodations are made when the Friday is a holiday, time sheets would be due the following Monday. There are occasional adjustments to this deadline when the payroll office requires early reporting. For department purposes, a leave entry form is late if received after 8:00 am on second Monday of the month. If a leave entry form is late, the employee must either fill out a leave adjustment form signed by their supervisor explaining why the form was late to the department or a memo must be written to the department timekeeper explaining the late leave entry. Either of these forms of documentation are kept on file with the form.

On the week before that leave entry forms are due e-mails are sent out to UNM-Bio letting all employees know that leave entry reporting is due (date and time due). Attached to this e-mail is leave form for staff.

Monthly leave forms are turned in by employees to three locations (lockbox at front office, lockbox outside main offices, and via e-mail to the timekeeper).

Leave forms must have the employee's signature as well as the supervisor's signature.

If a signature is missing, the employee or supervisor needs to turn in the leave form so that it can be processed.

If a form is missing an employee signature because the employee is out of the office, the employee must make arrangements with the timekeeper to review their leave form and sign it.

If a form is missing a supervisor signature, the employee must e-mail the supervisor, cc the department administrator and/or the timekeeper explaining the number of hours of leave taken and ask the supervisor to approve the form electronically. This e-mail is then retained with the leave form.

It is the responsibility of the employee and the supervisor to ensure accurate time reporting and delays in payroll can happen if records are not accurate. Actual leave taken must be accurately reflected on these leave forms. Supervisor signature on the timesheet verifies that they are correct. Errors in reporting time will be the responsibility of the supervisor and the timekeeper should be notified immediately.

The timekeeper will extract leave reporting on the Monday of the second week following the end of the month and spends that day entering all information into the Banner PHATIME application. This is an electronic application that takes the information from employee leave forms and once approved will send the information to payroll to process paychecks or direct deposit for employees.

The timekeeper enters the number of hours a day of leave taken and the type of leave. Not all exempt employees receive sick leave.

If a timekeeper modifies a leave entry form, the individual modifies the form in another color pen and initials that they made a modification to the leave entry form. If any additional back-up documentation is needed, this is included either written on the timesheet (ie. Phone conversation with payroll) or e-mail hard copy stapled to timesheet.

The timekeeper typically completes all entry by the afternoon of the Monday following the Friday that time sheets are turned in and then will give all of the monthly leave adjustment forms to the approver. If a timekeeper is not at work or unable to enter time, a proxy will enter time for the timekeeper. This timeframe gives the timekeeper approximately one business day to resolve all problems.

On the Tuesday of the second week after the end of the month (unless otherwise noted due to early payroll deadlines), the approver, compares the leave entry forms for every individual against the timekeeper's entries. If discrepancies exist, the approver returns for correction the employee's time entry and the timesheet. After all time is either approved or returned for correction, the approver analyzes the Department Summary form looking for employees who need to turn in a timesheet. Any identified employees that have not sent in a leave entry form, are sent an e-mail copying their supervisor explaining the urgency of turning in a leave entry form. Time entry approval is performed individually and not as a mass approval.

Any returned timesheets are now the timekeeper's responsibility to re-enter and correct. Once this is accomplished, the timekeeper again returns the timesheets to the approver for time entry approval. This process takes place until all timesheets are entered and approved or the monthly 5:00 p.m. deadline is reached (deadline will vary but generally it is the 20<sup>th</sup> of each month).

If the approver is approving his/her own leave entry form, one additional step is necessary to complete the processing. Once approved, a printout of what was entered in Banner and the leave entry form will be submitted to the Department Chair. The Department Chair will sign the Banner printout acknowledging that the form has been processed correctly.

## **Records Management**

Timesheets and any other documentation are maintained in the Department for five years. At the end of the fifth year, all records are sent to Cintas, Inc. for secure shredding. Timesheets are maintained in the Biology archives by fiscal year, within fiscal year organized by payroll period, and within payroll period alphabetized by employee last name.



**Approvals and Authorization**

Name:		Title:
Revision Number	Approval Date	Comment
1	3/20/13	Approved—Richard Cripps, Chair

**Revision Detail:**

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1	3/20/13	Updated payroll policy information—Donna George
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## Distribution

Name	Title