



Direct Deposit

Policy: Mandatory Direct Deposit Notification
(To be signed by all new hires, and rehires on and after August 1, 2007)

In accordance with the State Controller’s Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position in a state agency on or after August 1, 2007, and who is serviced by a payroll center administered by the Office of the State Controller, shall be required to accept all payroll related payments by direct deposit. The policy may be viewed at the State Controller’s Website - http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html.

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.

Scope: Applies to all employees.

Procedures:

1. Complete the Direct Deposit Enrollment forms on the 1st day of hire and submit with all new hire paperwork.
2. Review pay stubs in Banner SSB or through the Direct Deposit Email Notification. If you have received a paper check, the check will be mailed to the address on file on pay day. .
3. Notify the Payroll Office of any errors.

Work Study and Temporary Hourly Employees

Definition: Work Study and Temporary Hourly employees pay period has been established on the Bi-Weekly pay calendar and are paid according to the published 2011 Bi-Weekly Payroll Calendar. The 2011 Bi-Weekly Payroll Calendar can be located in the Document Library under the Human Resources department.

Policy: Electronic Timesheets are created by the employee and are submitted through Banner SSB Web Time Entry to the approver by 5pm on the last day of each pay period. Temporary employees' work hours should not exceed 40 hours per week.

Scope: Applies to all Work Study and Temporary Hourly Employees

Procedures:

1. Obtain a Pin number from the ITS department by calling extension 7676 and providing your Banner ID.
2. Login to Banner SSB Time Sheet and enter hours worked for each work day of the pay period.
3. Submit the Web timesheet to the Approver by 5pm on the last work day of each pay period.
4. Notify your Supervisor/Approver that your timesheet has been completed and submitted for Approval.
5. Contact Payroll immediately should your status change from Temp to Permanent to coordinate payroll cycles.
6. You are responsible for ensuring your timesheet is submitted and approved by the established deadlines for each pay period. Any late timesheets will be processed on the next Bi-Weekly payroll cycle.

Note: The Payroll Office is deadline driven and any delay in adherence to published deadlines will cause a delay in the receipt of your paycheck.

Work Aid Student Timesheets/Work Aid Authorizations

Policy: Work Aid Student pay period has been established on the Bi-weekly pay cycle. They are paid according to the published 2011 Bi-Weekly Payroll Calendar. The 2011 Bi-Weekly Payroll Calendar can be located in the Document Library under the Human Resources department.

Scope: Applies to all Work Aid Student employees

Procedures:

1. Complete a W-4 form and Direct Deposit Election Form. If not claiming "Exempt", taxes will be deducted.
2. The department will ensure that Work-Aid Authorizations have been completed, approved by Department and by the Budget Office and submitted to HR by the HR Actions Due deadline.
3. Obtain a Pin number from the ITS department by calling extension 7676 and providing your Banner ID.
4. Login to Banner SSB Time Sheet and enter hours worked for each work day of the pay period.
5. Submit the Web timesheet to the Approver by 5pm on the last work day of each pay period.
6. Notify your Supervisor/Approver that your timesheet has been completed and submitted for Approval.
7. Contact Payroll immediately should your status change from Temp to Permanent to coordinate payroll cycles.
8. Determine the total number of hours to be worked by dividing the total award amount by the pay-rate per hour (i.e. \$1,000 award divided by \$10 per hour...you can only work 100 hours).
9. Do not exceed total award amount or total hours available to work.
10. You are responsible for ensuring your timesheet is submitted and approved by the established deadlines for each pay period. Any late timesheets will be processed on the next Bi-Weekly payroll cycle.

Note: The Payroll Office is deadline driven and any delay in adherence to published deadlines will cause a delay in the receipt of your paycheck.

Student Stipends/Graduate Assistants

Policy: Stipends and Graduate Assistant paperwork must be approved by the Department, Budget, Contracts & Grants (if paid from a grant), and HR before payment can be processed. Student Stipends and Graduate Assistants are paid on the End Month Payroll each month of their active contracts. The 2011 End Month Payroll Calendar can be located in the Document Library under the Human Resources department.

Scope: Applies to all students receiving stipends or graduate assistance pay.

Procedures:

1. Ensure proper approvals have been obtained prior to working.
2. The department must submit stipend or graduate assistant contracts in adherence to the Monthly Payroll Calendar for HR Actions to receive timely payment of Stipends and Graduate Assistant pay by the end of the following month.

SPA Permanent (Non-Exempt) Employee Timesheets

Policy: All approved SPA Permanent (Non-Exempt) timesheets are due in the Payroll Office by the 3rd workday of each month. All timesheets must be clocked in by the Payroll Office and a copy must be made of the timesheet before turning in to confirm submission. SPA Permanent (Non-Exempt) Employees are paid on the End Month Payroll. The 2011 End Month Payroll Calendar can be located in the Document Library under the Human Resources department.

Scope: Applies to all SPA Permanent (Non-Exempt) Employees

Procedures:

1. Present timesheet to staff at front desk to clock in.
2. Obtain copy of clocked-in timesheet for your records
3. Ensure that any timesheets with Overtime pay are submitted to the Budget office for approval and are included on the Monthly Approved Overtime Listing each month. Overtime pay will not be processed if the hours have not been approved by the Budget Office. Unpaid overtime will be recorded as Comp Time by the HR Department.
4. Ensure that all On-Call Sheets are complete and approved for processing.

Note: Timesheets received in the Payroll Office after the due dates will be processed for the next month's payroll.

EPA and SPA Exempt Employees

Definition: EPA and SPA Exempt employees submit their Monthly Leave Report through the Banner SSB Monthly Leave Reporting portal and are paid on the End Month Payroll. The 2011 End Month Payroll Calendar can be located in the Document Library under the Human Resources department.

Policy: Electronic Leave Reports are created by the employee and are submitted through Banner SSB Leave Reporting Entry to the approver by 5pm on the 1st work day of each month. The Approver is responsible for reviewing the Leave Report and submitting the approved Leave Report by the 11 PM on the 3rd work day of each month.

Scope: Applies to all EPA and SPA Exempt Employees

Procedures:

1. Obtain a Pin number from the ITS department by calling extension 7676 and providing your Banner ID.
2. Login to Banner SSB Leave Report and enter type of leave taken during the month on the appropriate date.
3. To certify that no leave was taken during the month, enter "1" under the Leave Certification section and save the Leave Report.
4. Submit the Leave Report to the Approver by 5pm on the first work day of each month.
5. Notify your Supervisor/Approver that your Leave Report has been completed and submitted for Approval.
6. You are responsible for ensuring your Leave Report is submitted and approved by the established deadlines for each pay period.
7. Leave taken is processed one month in arrears. Leave Balances will always reflect the previous month's balances. Any late leave reports will be processed on the next payroll cycle and may result in a Dock Pay if leave balances do not cover the leave taken.

Note: The Payroll Office is deadline driven and any delay in adherence to published deadlines may cause a delay in the receipt of your paycheck.

Parking Decals Deductions

Policy: Payroll deductions for parking decals are done monthly and are continued until the Payroll Office is notified by Campus Police that the Parking Decal has been surrendered.

Scope: Applies to all permanent employees

Procedures:

1. Obtain payroll deduction form from Payroll Office.
2. Select Reserved Parking, Non-Reserved Parking or Parking Deck deduction, sign the form, and submit to Payroll Office.
3. Obtain copy of completed form. A payroll staff member will date stamp the copy of the form.
4. Take the copy to Campus Police to receive parking pass.

Policy: Temporary employees are not eligible for parking deductions.

Scope: Applies to all Temporary employees

Procedures:

1. Pay for your parking pass in full with the Bursar's office located in the Basement (Room 12) Hoey Administration Building.
2. Take receipt to Campus Police to receive parking pass.