

## CFAES Human Resources Standard Operating Procedure (SOP)

<b>Task:</b>	Payroll Compliance Procedure		
<b>Revision Date:</b>	13-Dec-17	<b>SOP Reference #</b>	2
<b>Description:</b>	Compliance Payroll Process utilizing Buckeye Box to house all payroll checklists and reports.		
<b>Responsibility:</b>	Payroll Processing Personnel		
<b>Frequency:</b>	Every pay period	<b>Timing:</b>	End of 2nd processing day
<b>Process Steps:</b>	<p>I. Utilize Buckeye Box to store completed checklists and reports.</p> <ul style="list-style-type: none"> <li>• Accept the invitation to the box entitled CFAES Payroll Reports and Checklists.</li> <li>• Locate FY 18 Payroll Reports containing file folders for bi-weekly and monthly reports.</li> <li>• File folders for each pay period will be listed in order.</li> <li>• Inside the file folders will be a folder for each department.</li> <li>• Beginning with Bi-Weekly PP13 and Monthly PP6 upload all reports and signed checklist for your department(s) by the end of the second day of payroll processing.</li> </ul> <p>II. Additional Reporting Responsibilities</p> <ul style="list-style-type: none"> <li>• The Service Center will be responsible for uploading the HRA002 Job Data Comparison and the HRA003 Additional Pay Status Report.</li> <li>• All other reports should be run according to schedule on the Bi-Weekly Payroll Checklist and Monthly Payroll Checklists.</li> </ul> <p>III. Approving timesheets</p> <ul style="list-style-type: none"> <li>• All payroll personnel have access to approve timesheets.</li> <li>• If a timesheet is submitted and awaiting approval it must be approved prior to deadline by the supervisor or backup who shall check the acknowledgement box.</li> <li>• Off cycle checks will only be approved in rare circumstances.</li> </ul> <p>IV. Late Terminations</p> <ul style="list-style-type: none"> <li>• The HRB350 Employees Not Paid Aging Report will identify individuals who have not been paid within the past 30 days.</li> <li>• HRAs must be submitted to terminate employees who are no longer working.</li> <li>• HRAs may be submitted using the group spreadsheet.</li> <li>• The employee's last day worked in the system must match the information from supervisors before submitting the HRAs to the Service Center for processing.</li> </ul>		