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4.400 Hours of Work and Leave (Human Resources)

4.000 Human Resources

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February 2012

## 4.407 Payroll and Time Reporting

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Payroll and Time Reporting</b>  <b>Policy 4.407</b>	
<b>Human Resource Policies</b>		Effective date: <b>February 9, 2012</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	February 9, 2012
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction and Purpose

The purpose of this policy is to establish the pay frequency, time reporting and payroll distribution guidelines for all employees, including student employees.

## II. Pay Frequency

### A. Hourly Employees

All hourly (non-exempt) employees including student employees are paid on Friday every other week (bi-weekly). Hourly employees are paid one week in arrears such that a pay check in one week will represent payment for all hours worked through the previous Sunday. Please see the payroll processing schedules for a complete listing of pay periods and pay dates. All provisions herein are meant to be in compliance with federal and state law and where state law requires deviation from the above, state law will supersede, for example in issuance of final paychecks for California employees.

## **B. Salaried Employees**

Salaried (exempt) employees are paid monthly on the last working day of the month. The employees' monthly salary is his / her annual salary divided by the number of months that they will be employed during the year and is paid out in equal monthly installments. Salaried employees are not paid a week in arrears like those on the bi-weekly payroll. The monthly pay check will represent payment for all services performed during the current month through the last day of the month. Partial months worked are pro-rated based on the number of days worked out of the number of available work days in that calendar month. Please see the payroll processing schedules for a complete listing of pay periods and pay dates.

## **III. Time Reporting Requirements**

All employees should check with their supervisor for additional departmental time reporting requirements in addition to those contained herein.

### **A. Hourly and Salaried Non-Exempt Employees**

Hourly employees must report all hours actually worked and all time off taken for holidays, vacation and other paid or unpaid leave as well as all time missed due to tardiness or absence. Hourly employees report their hours using the university Hourly Timesheet each pay period. Hours submitted must be approved by the direct supervisor or designee in order to be paid. Instructions for submitting and approving time sheets are posted on the payroll web page. Hourly employees are required to submit their approved time sheets prior to the payroll cut off time for each pay period.

Non-exempt employees are required to accurately report all hours actually worked in order to ensure that payroll is accurate and timely. Failure to accurately report hours worked each pay period, including overtime hours, is a serious violation of federal and state law as well as university policy. Intentional falsification of a timesheet is grounds for immediate discharge. Any employee who feels pressured by a supervisor not to report actual hours worked, including all overtime hours, should immediately contact the university **Compliance Hotline at 1-866-606-4026**. Reports to the hotline will be anonymous or confidential and employees will be protected from any retaliatory behavior.

### **B. Salaried Exempt Employees**

Salaried exempt employees must report any time off taken during the calendar month on the university Monthly Salaried-Exempt Personnel Leave Record. The Monthly Salaried-Exempt Personnel Leave Calendar should be signed and dated by the employee and approved by the direct supervisor or designee prior to submission to payroll. During a month in which no leave is taken it is still necessary to submit a Monthly Salaried-Exempt Personnel Leave Record to certify that no time off or leave was taken. Instructions for submitting and approving the Monthly Salaried-Exempt Personnel Leave Calendar are posted on the payroll web page.

Salaried employees are required to submit their approved Monthly Salaried-Exempt Personnel Leave Calendar prior to the payroll cut off time for each pay period.

#### **IV. Direct Deposit**

A. All employees are encouraged to take advantage of direct deposit. Direct deposit is a safe, convenient way to have pay deposited into the employee's personal bank account on pay day. This process reduces printing of paper checks and speeds payroll distribution. To sign up for direct deposit, employees should complete the Direct Deposit Authorization Form available on the payroll web page.

B. All direct deposit authorizations are subject to verification, and are initiated on the next payroll after Payroll has processed the form. After signing up for direct deposit, employees should always verify the available balance in their bank accounts before making any payments from such accounts.

C. Once direct deposit becomes active, employees will no longer receive a paper pay check stub. Employees can view and print pay stub information online at MyAntioch.edu under the Pay Advices section. Instructions for accessing your pay stub information are posted on the payroll web page.

#### **V. Pay Check Distribution**

Pay stub information is available to all employees who have signed up for Direct Deposit through MyAntioch.edu. This information is usually posted at least one day before pay day and can answer many common questions, such as how much your net pay will be or whether your pay will be a check or a direct deposit.

##### **A. Bi-weekly Pay Cycle**

For those employees not on the direct deposit option, pay checks are mailed to the employee home address on file. Every effort is made to mail pay checks in sufficient time for receipt by pay day. However, there can be no guarantees with the mail. The university strongly encourages the use of direct deposit to avoid any mail-related delay in the receipt of your pay. It is the employee's obligation to keep the payroll office apprised of any change in address.

##### **B. Monthly Pay Cycle**

For those employees not on the direct deposit option, pay checks are mailed to the employee home address on file. Every effort is made to mail pay checks in sufficient time for receipt by pay day. However, there can be no guarantees with the mail. The university strongly encourages the use of direct deposit to avoid any mail-related delay in the receipt of your pay. It is the employee's obligation to keep the payroll office apprised of any change in address.

## **VI. W-2 Reporting**

Each year the University must issue a W-2 form to all employees who received taxable wage payments so that the employees can file their taxes. As required by federal law, these forms are sent out no later than January 31st, to report the taxable wages paid during the previous year

Employees may consent to opt out of having a paper W-2 mailed and may print their own W-2 form from MyAntioch.edu. Those employees who have not opted out of having a paper W-2 mailed, their W-2 forms are mailed to the employee home address on file. Instructions for choosing online delivery and printing instructions are available on the payroll web page.

### **Policy Cross References**

Employment Classifications Non-Faculty	Policy # 4.201
Hours of Work and Attendance	Policy # 4.401
Overtime	Policy # 4.405
Corrective Action and Discipline	Policy # 4.617

### **Forms Cross Reference**

Monthly Salaried / Exempt Personnel Leave Calendar	Form # 4.407:01
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