## Payroll: Faculty

### DUTIES:

#### A. NEW HIRE
- Verify appointment and budgets
- Refer international faculty to international office
- Prepare ENTL
- Forward I-9 and tax forms to Central Payroll
- Complete a special check request, if past payroll cut-off
- Verify that ENTL has been finalized
- Serve as a resource for new hires

#### B. ANNUAL PAY INCREASE
- Supply salary history to administration (chair/deans) to determine pay increase
- Receive approval of salary increase and prepare ESAL
- Verify salary increase per budget
- Verify that ESAL is finalized
- If retroactive, prepare paper form (CP-200)
- Resolve problems

#### C. PAY SUPPLEMENT/REDUCTION (LUMP SUM ONE TIME PAYMENTS)
- Conform to school policies for paying supplements
- Upon receipt of notification of supplement (reduction), prepare ESUP
- Verify supplements per budget/supplemental plan
- Verify that ESUP is finalized

#### D. LEAVE OF ABSENCE
- Serve as a resource to faculty to determine LOA options (includes FMLA issues as applicable)
- Upon receipt of notification of an LOA, prepare an ENTL
- If retroactive and leave without pay, then determine how over payment will be handled
- Verify that documents have been finalized
- At completion of leave, prepare an ENTL to reinstate, or terminate, or extend
- Resolve change in LOA agreement (e.g. budget)
- Submit documentation to divisional Human Resources Office (or Registrar for Medicine)

#### E. CHANGE IN SALARY
- Upon receipt of notification of change in salary, prepare an ESAL
- Verify that percent of salary follows school’s guidelines (percent for grants vs. general funds)
- Verify that ESAL has been finalized
- If retroactive, prepare paper form (CP-200)
- Determine if change in salary is outside of budget limitation

#### F. NEW FUNDING/DISTRIBUTION
- Upon notification of change in funding, complete an ESAL
- If retroactive, prepare an EB15 for prior periods
- Verify that calculated actual equals new actual
- Recalculate distribution, modify ESAL, and resubmit
- Verify that documents are finalized
- Submit documentation to divisional Human Resources Office (or Registrar for Medicine)
- Verify that the ENTL has been finalized

#### G. TERMINATION
- Upon notification of termination, complete an ENTL
- If termination date is near or after cut-off date, contact divisional Human Resources Office
- Submit documentation to divisional Human Resources Office (or Registrar for Medicine)
- Verify that the ENTL has been finalized

#### H. VERIFICATION/APPROVAL OF FORMS
- Verify that form is completed consistent with documentation
- Analyze salary equity
- Maintain general departmental files
- Serve as resource/advisor to department pay, roll administrators for problem resolution
- Refer the individual to Human Resources Office, if needed
- Obtain new tax forms if needed

#### I. PERSONAL CHANGES
- Upon receipt of notification from the individual, prepare an EDEM
- Submit documentation to divisional Human Resources Office, if needed
- Verify that document (EDEM) is finalized
- Refer the individual to Human Resources Office, if needed
- Obtain new tax forms if needed

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