## Payroll for Staff

### Duties:

**Prepare job requisition**

**Verify job requisition**

**Refer international staff to international office**

**If lump-sum payment, complete termination on initial ENTL**

**Prepare ENTL**

**Forward 1-9 and tax forms to Central Payroll**

**Complete special check request, if past payroll cut-off**

**Verify that ENTL has been finalized**

**Serve as a resource for new hires (benefits)**

### Tasks

#### A. New Hire
- Prepare job requisition (A-1)
- Verify job requisition (A-2)
- Refer international staff to international office (A-3)
- If lump-sum payment, complete termination on initial ENTL (A-4)
- Prepare ENTL (A-5)
- Forward 1-9 and tax forms to Central Payroll (A-6)
- Complete special check request, if past payroll cut-off (A-7)
- Verify that ENTL has been finalized (A-8)
- Serve as a resource for new hires (benefits) (A-9)

#### B. Annual Pay Increase
- Upon receipt of notification of incentive/annual pay increase, prepare ESUP (B-1)
- Verify that incentive/annual pay increase is finalized (B-2)
- If retroactive, prepare paper form (CP 200) (B-3)
- Verify that ESAL is finalized (B-4)
- Resolve change in incentive/annual pay increase (B-5)

#### C. Pay Supplement/Reduction (Lump sum payments)
- Upon notification of lump sum payment, prepare ESUP (C-1)
- Verify Supplement/Reduction budget number (C-2)
- Verify that ESUP is finalized (C-3)

#### D. Leave of Absence
- Serve as a resource to staff to determine LOA options (D-1)
- Upon receipt of notification of an LOA, prepare an ENTL (D-2)
- Submit documentation to divisional Human Resources Office (D-3)
- If retroactive and leave without pay, then determine how over-payment will be handled (D-4)
- Verify that documents have been finalized (D-5)
- Resolve change in LOA agreement (D-6)
- At completion of leave, prepare an ENTL to reinstate, terminate, or extend (D-7)

#### E. Change in Salary
- Receive notification of change in salary (E-1)
- Prepare an ESAL (E-2)
- Verify that ESAL has been finalized (E-3)
- If retroactive, prepare paper form (CP 200) (E-4)
- Verify that documents are finalized (E-5)

#### F. New Funding/Distribution
- Upon notification of change in funding, complete an ESAL (F-1)
- If retroactive, prepare an EB15 for prior periods (F-2)
- If no "control salary" line drops, prepare a special check request (F-3)
- Verify that calculated actual equals new actual (F-4)
- Recalculate distribution, modify ESAL, and resubmit (F-5)
- Verify that documents are finalized (F-6)

#### G. Termination
- Upon notification of termination, complete an ENTL (G-1)
- Verify that ENTL is properly completed (G-2)
- If termination date is near or after cut-off date, contact divisional Human Resources Office or Payroll Office (G-3)
- Submit documentation to divisional Human Resources Office (G-4)
- Verify that the ENTL has been finalized (G-5)

#### H. Verification/Approval of Forms
- Verify that form is completed consist with documentation (H-1)
- Maintain general salary department files (H-2)
- Serve as resource/advisor to department payroll administrators for problem resolution (H-3)
- Analyze salary equity (H-4)

#### I. Personal Changes
- Upon receipt of notification from the individual, prepare an EDEM (I-1)
- Submit documentation to divisional Human Resources Office, if needed (I-2)
- Refer the individual to Human Resources Office, if needed (I-3)
- Obtain new tax forms if needed (I-4)
- Verify that document (EDEM) is finalized (I-5)
<table>
<thead>
<tr>
<th>J. WEEKLY PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 Acquire hours from supervisors</td>
</tr>
<tr>
<td>J-2 Transfer hours from time cards to vouchers</td>
</tr>
<tr>
<td>J-3 Identify over-time as premium/standard hours on voucher</td>
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<tr>
<td>J-4 Verify hours on time cards and match hours posted to voucher</td>
</tr>
<tr>
<td>J-5 Revise weekly voucher for corrections</td>
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<tr>
<td>J-6 Sign and forward voucher/disk</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>K. CHANGE IN STATUS (no change in FTE)</th>
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</thead>
<tbody>
<tr>
<td>K-1 Verify change in hours with supervisor or job requisition</td>
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<tr>
<td>K-2 Determine if a new job requisition or documentation is required and obtain approval if needed</td>
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<tr>
<td>K-3 Prepare an ESAL</td>
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<tr>
<td>K-4 If retroactive, then prepare a CF 200 (only for semi-monthly pay)</td>
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<tr>
<td>K-5 If going from benefit to non-benefit status, pay outstanding vacation (through ESAL)</td>
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<tr>
<td>K-6 Verify that documents are finalized</td>
</tr>
<tr>
<td>K-7 Refer individual to Human Resources Office, if needed</td>
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