
SUBJECT: HOURLY PAYROLL PROCEDURES

1.0 POLICY

- 1.1. It is the responsibility of the supervisor (not the new employee) to ensure that employment forms are completed and properly processed.
- 1.2. When a new employee (student or non-student) is hired, a Part-Time/Hourly Payroll Action Form (yellow form available in the Human Resource Office) must be completed.
 - 1.2.1. The new employee fills out the top section and signs his/her name.
 - 1.2.2. The supervisor fills out the second section by entering the department cost code, rate of pay, and signing the form at the bottom.
 - 1.2.3. The form must be returned to the Human Resource Office no later than the 20th of the month to process that that month. A fee will be charged to departments for emergency drafts and late approvals by supervisors.
- 1.3. All new employees are required to fill out an I-9 form within three days of hire. This form is to prove U.S. citizenship or the right to work in the U.S.
- 1.4. The new employee is required to show identification documents, as listed on the I-9 form, to Human Resource or Payroll officers.
- 1.5. The College Human Resource or Payroll officers must complete, sign and date the I-9 form. Completed I-9 forms are to be filed with the Human Resource Office.
- 1.6. All new employees MUST have a Social Security Number issued by the U.S. government. Dummy numbers of any kind cannot be used.
- 1.7. All student/hourly time must be submitted on the College Banner website no later than the 5th of the following month worked. Supervisors are required to approve no later than the 7th of the same month, unless otherwise notified.
- 1.8. If changes need to be made, i.e., a different cost code, change supervisors, change rate of pay or any changes made to an employee's associated with pay must be relayed to the Human Resource Office by the first of each month. Changes can be made either through e-mail or by completing a new Payroll Action form.