

CENTENARY COLLEGE

Human Resources Department Guidelines for Human Resources Department Forms

The following guidelines were reviewed and updated by the Director of Human Resources as of July, 2006.

FILLING POSITION

To fill an established budgeted position or a new, budgeted position, approval must be obtained. Except for Adjunct Faculty and other contracted employees, a "**Requisition for Approval to Fill Position**" form (commonly referred to as the "green budget form") must be completed, signed and dated as noted on the form, and forwarded for approval to the Human Resources Department. *Please note:*

- Because the purpose of this form is *manpower/budget control*, this form needs to be initiated **well in advance** of the request for the advertisement and the recruitment process to commence. The time to initiate this form is when a) a termination of employment occurs and you know that you want to fill the position quickly, b) when you have restructured responsibilities and created new titles and new positions, and c) when you have created a brand new position for the new budget year that you want to have approved.
- The form should be sent to the Human Resources Department for review and approval. It will then be reviewed for approval by the Vice-President for Finance/CFO.

Important:

1. *Even though a position exists in the budget, a "**Requisition for Approval to Fill Position**" form must still be completed and approved.*
2. *Changes in any of the approved terms on this form will require a new authorization.*

To hire an individual into the approved position, the following documents must be fully completed, signed and dated by the applicant, prior to their start date.

- I-9 Form: Ascertain that the candidate is able to present the documentation required to comply with the INS I-9 Form, i.e. providing proof of identity and the right to work in the United States. The most common documents are: U. S. Passport (current or expired) *or* a valid driver's license and Social Security card (knowing the Social Security number is not sufficient - must present the original card), or a valid driver's license and birth certificate - if you need other options, call the Human Resources Department. The new hire is required *by law* to present this documentation at the start of employment and by no later than the third day of employment. If the individual cannot provide the required documentation, the employee cannot be hired. No exceptions.

- The fully completed, signed and dated **Application for Employment** and **Resume**, if applicable, must be sent to the Human Resources Department.
- New Jersey Driver's License: If the individual is expected to drive a Centenary College vehicle, you must ascertain whether your candidate has a valid NJ driver's license. A copy of the current driver's license will be forwarded to the Van Coordinator by the Human Resources Department to request a driver's license abstract from the New Jersey Department of Motor Vehicles.
- These forms are to be sent to the Human Resources Department **prior** to the new person's start date. This allows the Human Resources Department sufficient time to provide orientation and new hire forms for payroll and benefits purposes, as applicable, to the new employee **before** the start date. This process enables the new hire to be placed on payroll within the payroll timelines. In addition, once on board, it becomes more difficult for the new employee to find the time to review this information, frequently resulting in delays in payroll and benefits enrollment. Being proactive and planning ahead with what needs to be done, will largely eliminate this problem and also give the new employee an understanding of "unparalleled service" at Centenary.
- **Change in Employee Status**
To notify the Human Resources Department to effect a change in a current employee's status, a "Personnel Change Notice" (pink form) must be completed and forwarded to the Human Resources Department.
 - In the case of termination, the employee's original resignation letter must be forwarded to the Human Resources Department as soon as it is received. This is essential so that all the necessary exit paperwork can be completed and any Centenary property can be returned before the employee leaves Centenary. Note that the Staff Handbook requires employees to provide a minimum of two (2) weeks' written notice and the letter/note of resignation must state the last day to be worked.

A "**Personnel Change Notice**" (pink form) must be completed by the Supervisor and forwarded to the Human Resources Department for any changes in status such as: hours worked, salary, hourly rate, classification (Administrative Employee, Administrative Official, etc.), job title, or any other status change for full-time and part-time employees.

All involuntary terminations must be approved by the Director of Human Resources prior to termination.

Usually most employee terminations are due to voluntary resignation. The letter of resignation given to the employee's supervisor by the employee is forwarded to the Payroll & Benefits Coordinator in the Human Resources Department who will prepare the final paycheck. A Human Resources Department representative will review the Exit Checklist and will prepare a termination package which includes issuance of COBRA

information. The Payroll & Benefits Coordinator will also review the employee's accrued vacation time balance to insure that all time due the employee is paid. An exit interview, when requested by the employee, will be conducted by the Director of Human Resources. The Payroll & Benefits Coordinator inputs termination data into the payroll software to terminate the employee from the system. All termination forms are filed in the employee's personnel file in the Human Resources Department.

Recording Time

There are two types of payroll: Salaried and Hourly. Both salaried employees and hourly employees are paid semi-monthly. Employees are paid on the fifteenth and the last business day of each month.

Salaried employees do not complete time reports, instead, salaried employees complete weekly absence reports when absences occur for any reason. Salaried employees are expected to work the amount of time it takes to complete the work.

Hourly employees are required to complete weekly Timesheets which are reviewed, approved and signed by their supervisor, or designee.

All Timesheets and Absence reports must be forwarded to the Payroll & Benefits Coordinator on a timely basis. The Payroll & Benefits Coordinator maintains a manual log for vacation and sick time and updates the log. The Payroll & Benefits Coordinator enters the information on a manual ADP employee Pay Data Worksheet.

Only hourly employees may be paid overtime. Hourly employees are paid overtime at the rate of one and one-half times the regular, straight-time hourly rate of pay. Overtime pay commences only after the employee actually works more than 40 hours for the pay week, excluding vacation, sick time and other time as defined in the Staff Handbook. The employee must obtain prior authorization from their supervisor or authorized designee before working beyond 40 hours in a pay week.

Faculty – The Vice President for Academic Affairs/ Chief Academic Officer issues contracts for newly hired faculty and for any changes to existing faculty. Faculty are paid over a 12, 10 or 9 month period, starting approximately September through May, or per Semester.

Adjunct Faculty– The Vice President for Academic Affairs/ Chief Academic Officer and designee issue individual contracts for each class taught. The contract amount is divided by the number of pay periods that fall within the contract dates and pay is normally in equal installments.

Calculating and Distributing Payroll

The Information from the ADP payroll worksheet is input into the ADP software and an ADP Pay Data is printed. The printed PayData report, the ADP manual worksheet and other relevant backup are reviewed by the Human Resources Generalist, or in her

absence, by the Senior Accountant in the Business Office. The ADP software has a module called "Change Report" which lists all changes that have been input into the system in the current payroll. This report is only printed when the Payroll & Benefits Coordinator inputs changes to employee data. The change report is reviewed by the Human Resources Generalist or, in her absence, by the Senior Accountant in the Business Office along with the other report sent by the Payroll & Benefits Coordinator. If all of the information is correct, the ADP pay data is transmitted to ADP. ADP receives the Pay Data and imports it into ADP's system and processes the payroll. Several reports, paychecks and direct deposit advices are produced. These items are sent by courier services to Centenary College within 24 hours of receipt of PayData by ADP. The courier delivers the payroll package to the Payroll & Benefits Coordinator. The following reports are delivered; Payroll Master Control, Payroll Register, Payroll Change Report, Statistical Summary Report, Checks and Direct Deposit advices.

The reports are spot checked by the Payroll & Benefits Coordinator, and/or the Human Resources Generalist and filed in a locking file cabinet. A transfer request report is given to the Comptroller, to transfer the appropriate amount of cash to the payroll bank account. The report indicates the net payroll, taxes and other amounts withheld.

The payroll checks and direct deposit advices are kept in a locked cabinet and distributed in locked department mail slots in the Mail Room on pay day. A representative from each department retrieves the checks and direct deposit (DD) advices and they are distributed to employees. Checks and DD advices for Adjunct Faculty are in sealed envelopes and are placed in designated mail slots in the Registrar's office for pickup. Employees do not sign for their checks. If an employee is absent s/he must submit a written request that the check be mailed to the home address.

Maintaining Payroll Master Files

Currently approximately 60% of the employees have direct salary deposit. Centenary College uses its own checks for payroll, but the unused checks are maintained by ADP, with a few checks maintained by the College for manual checks as needed. Cancelled checks are returned by the bank to Centenary College and a payroll bank reconciliation is done each month.

The payroll master files are updated by the Payroll & Benefits Coordinator each pay period. The information is maintained and stored by ADP.

Personnel Change Reports are given to the Human Resources Generalist, or, in her absence, to the Senior Accountant in the Business Office for review. Every year in November or December, employee files are reviewed for verification of employee salaries as well as proposed salary changes.

Updated and Revised

HR Forms Folder:
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