Southern Nazarene University
Payroll Policy Manual

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INTRODUCTION

Mission Statement

The primary mission of the Southern Nazarene University Payroll Department is to process data to produce accurate and timely payment of salary/wages of employees.

Scope of Authority

The Payroll Department is a part of the Business and Finance Office and is designated as the central office responsible for coordinating all payroll transactions, insuring delivery of payroll checks and direct deposit to employees, and maintenance and training of payroll related procedures.

Human Resources is responsible for overseeing additions, deletions and any other changes of all full and part-time, temporary employees and students from the payroll file as well as performing salary and benefit table maintenance, and coordinating changes in employee benefit programs. Human Resources also ensures that appropriate documentation is maintained as required by Federal, State and County regulations.

Division Deans/Managers/Supervisors are responsible for:
- Initiating and signing Payroll Compensation Change Form (PCN) for new employees.
- Vice President of Finance approval before routing to Human Resources.
- Laserfiche software workflow is utilized for the approval and documentation routing process.
- Ensuring that all paperwork for personnel changes is completed prior to the effective date.

Payroll Department Organization

The Payroll Department has a payroll coordinator and a payroll specialist who is responsible for processing 2 types of payroll: Monthly (MO) – Faculty, Administrative, Salaried, Exempt, and Adjunct Faculty. Biweekly (BW) – Full & Part-time Non Exempt Staff, and Student Workers.

Employee Self Service (the portal) is a web-based product which allows employees to view their personal payroll information via the Internet. This system is also used for time keeping functions where time sheets are maintained.

To access this self service site, employees should log in at https://portal.snu.edu – on the home page see WebAdvisor, then choose WebAdvisor for employees:
Information which can be viewed includes:

- Employee Profile – this area details pay structure, tax withholdings, and other specific information related to the employee setup. Paystubs can also be accessed in this area.
- Time entry and approval – time sheet maintenance is conducted in this area. All employees are required to maintain and submit time sheets – excluding faculty.

- Time approval for supervisors - once time sheets are completed and submitted by employee, electronic submission to their supervisor for approval is necessary.

Payroll Processing Cycles

The Payroll Department processes 1 monthly payroll that is paid on the last working day of the month. In addition, there are approximately 2 BW payrolls each month that are paid every other Friday.

An annual processing calendar, for all payrolls, is available on the portal located at https://portal.snu.edu/MyJob/HR/Pages/. Strict adherence to the calendar is necessary for timely payment of wages/salaries to employees.

CLASSIFICATION OF EMPLOYEES

Benefit Eligible – Full Time

Benefits Offerings – dependent on type and length of employment.

- For a comprehensive list of all benefits offered by SNU, please contact Human Resources or visit https://portal.snu.edu/MyJob/HR

Retirement, Health Insurance, Dental Insurance, Life and Dependent Insurance, Long Term Disability, Accidental Death and Dismemberment Insurance, EAP – Employee Assistance Program and Voluntary Deductions, Tuition Remission, Student Health Clinic, Flexible Spending Account, and Various Discounts on Campus

Leave offerings – dependent on type and length of employment.

Vacation Leave, Sick Leave, Personal Days and Holidays

Partial Benefit Eligible – Part Time

Retirement, Student Health Clinic, and Various Discounts on Campus

Leave offerings – dependent on type and length of employment.

Vacation Leave, Sick Leave, Personal Days and Holidays (Based on classification of employment, ie: 20 hours per week – 30 hours per week)

Non-Benefit Eligible – Student and Temporary/Seasonal Workers

Rate of pay is determined by the PCN approved by the hiring supervisor.

CHANGES AND AUTHORIZATION IN PAYROLL DATA

Payroll Compensation/Change Form (PCN)

The **PCN** is designed to be a flow-through-document for any job/pay change for all full-time and part time employees. The form originates in Laserfiche by the department initiating the employee's assignment, adjustment or termination. The form is then submitted to the VP of Finance and then HR for implementation. Salary Orders will be generated and given to the Payroll Department for entry into the Colleague.

Temporary/Seasonal Hourly

Approval to Hire form is coupled with the PCN and a job description to be completed by the Division Dean and submitted to VP of Finance for approval. This information is then forwarded to Human Resources for implementation.

Temporary hourly appointments are on an as needed basis and require re-submission and approval every rehire.

Short term employees enter hours worked using web time entry through WebAdvisor on the portal.

Adjunct Faculty Contracts

Adjunct Faculty Contracts are completed in the instructional departments to compensate adjunct faculty for teaching assignments or to pay full-time faculty for overload appointments.

The Payroll Department is required to obtain the necessary documentation (i.e. signed contract, Employment Eligibility Verification (For I-9), and tax withholding forms) for entry in Colleague. Once Adjunct Faculty is entered in Colleague, IT sets up user access for course load work to begin.

Student Employees

Hiring Manager prepares a Student PCN that is routed to the Director of Career Education for approval. Laserfiche submission is the preferred delivery method if available. The Student Careers Center then initiates all forms included in the Student Employee New Hire Employment Packet. Approved student worker documentation is forwarded to the Payroll Specialist for verification and entry into Colleague.

Student employees must be registered for at least six (6) credits each term. Students will be paid minimum wage. FICA is not withheld from student employees while enrolled in six (6) or more credits and are working on campus. If a student employee is working on campus and is not enrolled in classes (i.e. summer break), the wages are subject to FICA taxes.

SNU limits all student work hours to a maximum of 20 hours per week, 27 hours per week during a break. It is up to the student and the supervisor to ensure a student's work hours are within the parameters of the SNU policy.

Federal Work Study Employees

Federal Work Study (FWS) is a federally funded employment program which provides financial assistance to students by compensating them for the work they perform. To participate in FWS employment, a student will need to apply for Financial Aid and be awarded work-study funds. Eligible students receive a work-study award which determines the number of hours they can work. The award amount is subject to change.

SNU limits all student work hours to a maximum of 20 hours per week, 27 hours per week during a break. It is up to the student and the supervisor to ensure a federal work-study student is working within the parameters of the SNU policy.

Monitoring Hours and Earnings

The student employee and the supervisor share the responsibility for monitoring the student's work schedule to ensure that hours do not exceed the authorized award amount. NOTE: The award amount is noted on the Student Referral Form. It can change and it is the student's responsibility to notify their supervisor of any changes made to their award. The student employee is also responsible to notify their supervisor if the student is employed at more than one job through the student employment program.

International Student Workers

If the student is an international student, employment rules are restricted by the terms of the student's Visa. The USCIS (United States Citizenship and Immigration Services) levies complex guidelines and restrictions. **The USCIS limits all international student work hours to a maximum of 20 hours per week.** Additional hours are permitted during a break. It is up to the student to monitor and verify that their work conditions and hours are within the restrictions established by the particular work Visa that applies.

PAYROLL DEDUCTIONS

Payroll deductions may be mandatory or they may require eligibility. All deduction changes must be submitted on appropriate forms located at https://portal.snu.edu/MyJob/HR.

Mandatory Payroll Deductions

Federal and State withholding – Deductions are withheld on the basis of the information supplied on the W-4 form.

FICA withholding – FICA is divided into two categories. Social Security is withheld at 6.2% and Medicare at 1.45%. Students are exempt from FICA withholding, unless they are working through summer break without qualified enrollment status.

Court Orders/Garnishment

Court orders pertain to tax levies, garnishments, court ordered garnishments, and overpayments. Upon receipt of documentation pertaining to this category of judgment, a deduction must be taken in the next payroll period or according to the instructions from the court order.

Retirements

Optional Payroll Deductions

403B- TIAA-CREF
Institutional Giving
Lincoln Supplemental Life Insurance
Dependent Care Flexible Spending
Healthcare Flexible Spending
United Way
SNU Tuition Payment
School for Children Tuition Payment

TIMEKEEPING

Methods

All hourly employees submit time in/time out entries through WebTime entries on the portal. Leave eligible employees must also record leave taken during the time frame.

All salaried, exempt employees submit a monthly leave report, including any leave taken. These are submitted through WebTime entry on WebAdvisor, located on the portal.

All time sheets/leave reports require electronic signature and supervisor approval.

PAYROLL CALCULATIONS

Base Pay

All pay structures are dependent upon classification and approval at time of hire. Any changes in base pay must be approved through the PCN approval process or a faculty/adjunct contract.

Overtime Compensation

SNU pays a non-exempt employee the standard hourly rate for up to 40 hours worked in a standard workweek and one and one-half times for hours worked beyond 40 hours. Holiday and other leave hours are not included in the calculation for overtime.

Other Pay

Years of Service Pay- Full time exempt and non-exempt employees are paid $100 per year of service completed, up to 20 years
Stipend –Institutional needs, ministerial self employment tax reimbursement, grant work
Separation Pay
Cellphone
Miscellaneous pay ---Lump sum payment for special projects

PAYMENTS TO EMPLOYEES

Paycheck Distribution

All compensation is required to be processed via direct deposit or bank issued reloadable debit card. Payrolls are disbursed according to the payroll schedule previously reported. If the payday falls on a Saturday, Sunday or holiday, payments are disbursed on the last working day preceding that Saturday, Sunday or holiday.

Direct Deposit

Employees have the option of requesting their net pay be directly deposited to their personal bank account via the Automated Clearing House (ACH) electronic payment delivery system. Employees who select direct deposit can view and print their pay stub in WebAdvisor. Employees wishing to request direct deposit should complete and submit a Direct Deposit Authorization form (Download/Payroll) to Payroll. Employees not electing direct deposit will have a bank issued reloadable debit card issued with their payroll proceeds loaded.

Manual Paychecks

Manual payroll checks are rarely issued by the University. In limited circumstances, a manual payroll check may be issued to an employee on an exception basis that must be approved by the Controller.

Payroll department keeps a log of all manual checks issued.

Salary Overpayment Procedure

If the University overpays an employee, upon notification from the Payroll Coordinator, the employee must repay the full amount of such overpayment. Any overpayments not paid back at time of the overpayment, will be deducted in full on the next pay cycle.

Returned Direct Deposits

When a direct deposit is returned due to a closed account or incorrect account information, the Payroll Coordinator will contact the employee for updated/corrected direct deposit information. The Payroll Coordinator will also request a replacement check from Accounts Payable to make employee whole for the current pay period.

EMPLOYEES VS INDEPENDENT CONTRACTOR CLASSIFICATION

The basic test used in making the employee/independent contractor classification is derived from the common law definition of an “employee”. This definition states that a worker is an “employee” if the person for whom the services are performed has the right to direct and control the worker, not only as to the result to be accomplished by the work, but also as to the details by which the work is accomplished.

LEAVE

Benefit eligible employees accrue vacation and sick leave based on their employment classification. Students/Temporary/Seasonal employees do not accrue leave.

PAYROLL RECONCILIATION

The Payroll Coordinator conducts a payroll reconciliation each pay period by comparing the Balance Spreadsheets to the Payroll CALC (Payroll Detail) Register after every payroll cycle.

REDISTRIBUTION (LABOR DISTRIBUTION)

Either department affected, the Senior Accountant, Controller, or VP of Finance can request to initiate a labor re-distribution if there is a need to change the labor distribution account codes due to incorrect charges or changes in budgeting preference.

RETIREMENT SYSTEM

The Payroll/HR Specialist is responsible for reporting contributions and remitting payments to the TIAA-CREF retirement plan.

RECORDKEEPING

All payroll records are scanned and indexed in Laserfiche. Paper copies are shredded.

REGULATORY REPORTING

The federal government and state agencies have various regulatory reporting requirements that must be met by all employers.

Internal Revenue Service

The Federal Government requires that employers file the 941 Report quarterly. The 941 Report is due by the 15th of the month following the quarter being reported. The Federal, FICA and Medicare taxes withheld from employees' wages, as well as the employer's matching share of FICA and Medicare are electronically transferred to the federal government through First Bethany Bank and Trust according to a per payroll deposit schedule.

W-2 Reporting

All employees can print their W-2's in WebAdvisor.

W-2s for employees without electronic reporting consent will be mailed by January 31st of the year following the calendar year being reported. The address appearing on the check is the address to which the W-2s are mailed. The employees can give consent through WebAdvisor.

Any undeliverable W-2s will be reviewed for appropriateness and follow-up will occur to provide control.

The Senior Accountant electronically transmits the W-2s information to IRS.

State Tax Reporting

Oklahoma state taxes withheld are paid electronically through OKTAP based on the per pay period deposit schedule.

A quarterly wage and withholding report (OESC) is filed with the State of Oklahoma Employment Security Commission for fulltime and part-time staff and faculty employees. Student workers are excluded from this reporting requirement. SNU has a self-funded unemployment insurance plan. Therefore the quarterly report required by the state is informational only. SNU reimburses the state for any unemployment claims paid on behalf of former SNU employees.

The OESC informational report is due by the end of the month following the quarter being reported.