Mission of the Payroll Office

To ensure that all employees are paid on time and accurately while maintaining compliance with Federal, State, & University Guidelines.
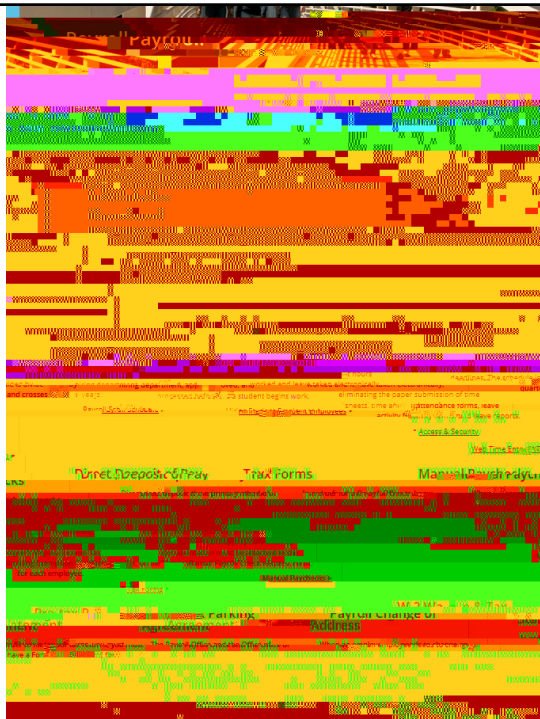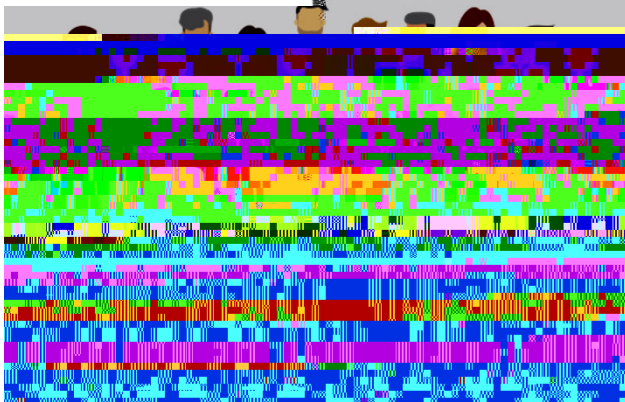
Payroll needs your help to do this!

3

Payroll Website

http://www.odu.edu/facultystaff/employee-services/compensation/payroll

4

Types of Employees

Classified, Faculty (*A/P, Adjunct Faculty, Academic Affairs Non-Instructional, Non-Academic Affairs Non-Instructional*), Hourly Wage, Graduate Assistants (*Teaching , Research, & Administrative*), Federal Work Study/Community Service

Many Different Employee Types at ODU

Classified/Faculty
- Exempt
- Non-Exempt
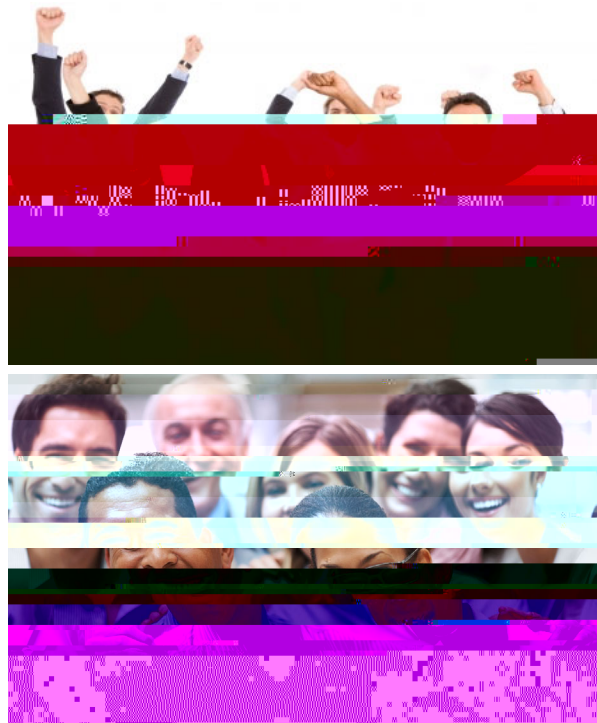- To include Administrative & Professional Faculty

Adjunct Faculty

Non-Instructional PT Faculty
- Academic Affairs Non-Instructional Faculty
- Non-Academic Affairs Non-Instructional Faculty

Hourly Wage
- To include University & Student Hourly Employees

- Grad Assistants

Classified – Exempt

Hiring Process is completed in HR

Employees responsible for recording leave time taken only & compensatory leave earned

- *f* i.e.: vacation, sick time, etc.
- *f* Must submit a timesheet for every pay period, no exceptions
  - *f* "No Leave Taken"
- *f* Never may qualify for time-and-a-half OT pay
- *f* Should properly report increments when a full hour is not taken or earned

Classified – Non-Exempt

Hiring Pes98.58u n98.54 e-.074 m98.1(p70.3(l-12.7cm&1nutr)187cm&1

ƒ Adjunct Faculty teach Continuing Ed, Graduate, and Undergraduate
  ƒ ODU's Standard = doctoral or masters' degree with concentration in specific discipline OR

Hourly Wage University Employees (4021)

ƒ "…Employment to meet seasonal, temporary, part-time, or casual workforce needs."

   ƒ Hiring Paperwork completed by HR (E-1 Temporary Employment Data Form)

ƒ Limited to working 1500 hours between May 1 – April 30 annually, called the Employment Year *(effective May, 2013):*

   ƒ Work no more than 29 hours per week on average over the course of these 12 months (*5/1-4/30*)

   ƒ Work no more than 1500 hours per employment year , NO EXCEPTIONS!

   ƒ *Tracked by immediate supervisor!*

   ƒ Questions? Pam Harris, HR

      ƒ 683.5131 or pharris@odu.edu

ƒ Hourly Wage Employees Record all time worked and all leave taken each pay period

ƒ No benefits received, except worker's comp and **sometimes** leave without pay (military, reservists)

   ƒ Are eligible for tax-sheltered annuities & legal assistance program at ODU

ƒ Current wage chart may be found on the Human Resources webpage: www.odu.edu/humanresources
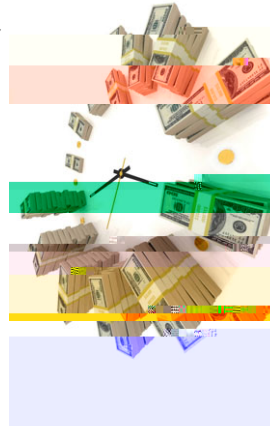
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Student Hourly Wage Employees *(4025)*
NOT the same as hourly wage employees!

ƒ Student-Hourly Employees generally work up to 20 hours per week

   ƒ Subject to OT pay if 40 work hours exceeded during one work week

   ƒ *Stipend Students are to only work up to 20 hours per week too!*

ƒ Students can be ho urly-wage employees! Just NOT employed as hourly wage AND student employee at the same time *(i.e.: student hourly, work study, stipend, or GA)*

   ƒ If just hourly-wage employee, all other requirements must be followed as with any other hourly-wage employee

ƒ E-1 Forms(E-1SU or E-1SG)or EPAF Processcompleted for students

ƒ Credit-hour requirements for Enrolled Students!

   ƒ Enrolled Student Hourly – 6 credit hours minimum during fall, spring, and summer semesters

      ƒ Drop below minimum? FICA taxes withheld from check & charged to hiring department's budget

ƒ Summer Employment available ONLY if student enrolled in previous spring semester, pre-registered for upcoming fall semester.
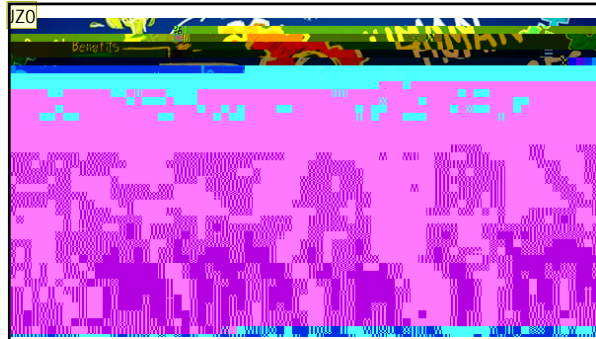
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FWS & Financial Aid?

Needs-Based Financial Aid:

ƒ Aid & FWS earnings strictly monitored by Financial Aid Office to ensure student does not earn more than award

    ƒ Over-award? Meet with Financial Aid counselor to resolve!

        ƒ Not Resolved? May jeopardize student's eligibility for current/future Financial Aid

America Reads/Community Service Employment *(4029)*

HR/AA Responsibilities

<u>First: Attain Payroll Status!</u>

HR/AA completes hiring process for:

ƒ Classified Employees, Hourly Employees, Faculty

1. HR/AA - Sets up employee record, pay rate; Sends forms to payroll to provide <u>start date</u> & notify that <u>record in Banner was established</u>
2. Payroll - Completes setup process (*Tax Forms, Benefit Forms, Deduction Forms*)
3. VISA - *Steps in* only *with International Employees – completes all I-9 Hiring Documents*

Directly Hired by Department?

1. Department
   ƒ Responsible for all Hiring Paperwork
      ƒ Completed, submitted, approved, <u>AND</u> processed!
   ƒ Must be done <u>BEFORE</u> an employee begins work
      ƒ HR advises of an <u>official start date</u>

New Hire Paperwork

ALL *hiring documents must be comple*

JZ0 No longer applies to adjuncts, AA hires them all
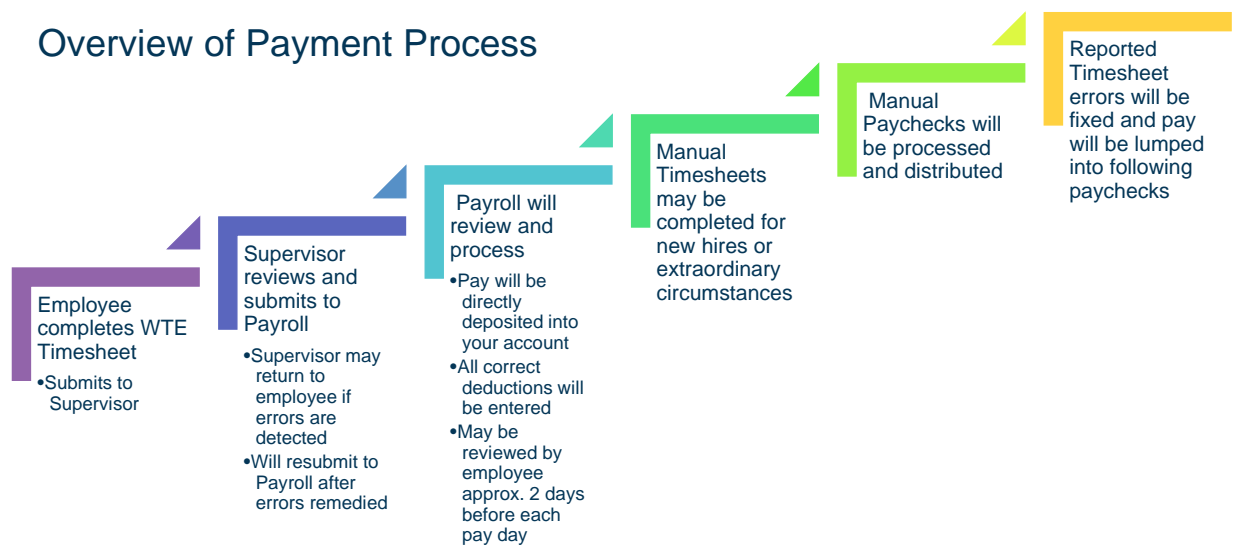Zimmerman, Dan, 2024-02-26T14:38:46.414

Timesheets & Pay Information

Web Time Entry & Submission Guidelines, Overtime, Direct Deposit of Pay, Payroll Schedule, Timesh eet Corrections, Leave & Earning Types

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Overview of Payment Process

Employee completes WTE Timesheet
•Submits to Supervisor

Supervisor reviews and submits to Payroll
•Supervisor may return to employee if errors are detected
•Will resubmit to Payroll after errors remedied

Payroll will review and process
•Pay will be directly deposited into your account
•All correct deductions will be entered
•May be reviewed by employee approx. 2 days before each pay day

Manual Timesheets may be completed for new hires or extraordinary circumstances

Manual Paychecks will be processed and distributed

Reported Timesheet errors will be fixed and pay will be lumped into following paychecks

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Web Time Entry

What is Web Time Entry (WTE)?

ƒ Banner web-based system designed to enable employees to submit hours worked and   leave taken electronically

   ƒ Eliminates paper submission of time sheets, attendance forms, leave forms, etc.

When to submit Timesheets via WTE?

ƒ It is critical that employees of all times submit timesheets by specified deadlines to ensure employees are paid on time!

ƒ Timesheets generally due   by 11:59pm   on last day worked within a pay period

   ƒ Hourly Wage/Student Hourly:

      ƒ 1st-15th (pay on the 1 st)

      ƒ 16th-31st or final day in month (paid on the 16   th)

   ƒ Salaried (including Classified & Grad Assistants):

      ƒ 10th-24th (pay on the 1 st)

      ƒ 25th-9th (pay on the 16 th)

ƒ WTE Submission Deadline Calendar   available on the

Remember – every employee type mu   st complete a timesheet via WTE!

ƒ Report correct increments when a partial hour is worked   *(or a partial hour of leave is taken!)*

ƒ If more than 40 hours worked and employee is eligible, OT automatically calculated
  ƒ Must receive prior authorization from management!

ƒ Quick Reference Guides & Videos   available per employee type to assist with step-by-step WTE timesheet completion: https://odu.edu/facultystaff/employee-services/compensation/payroll/web-time-

Payroll Schedule

ODU follows semi-monthly payroll schedule for all employees

A new Payroll Schedule is posted each calendar year

- *ƒ* https://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule

- *ƒ* Includes important information and deadlines:
    - *ƒ* Employee Type, Pay Periods, E-1/EPAF Deadlines, Approver Deadlines, Pay date

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Overtime

Non-exempt employees generally eligible
- *ƒ* *Classified Exempt are NOT eligible for OT Pay!*

ƒ Must physically work >40 hours during specified work week to be eligible

2 types of Overtime – Pay and Leave

ƒ OT Pay = "time-and-a-half"
- *ƒ* Payroll system will automatically calculate – be sure to follow WTE Instructions when entering hours!

ƒ OT Leave = leave accrued in increments based on OT work
- *ƒ* Does not expire
- *ƒ* Balance Caps:
    - *ƒ* Balance may not exceed 240 hours
    - *ƒ* EXCEPTION: non-exempt public safety position cap = 480 hours
    - *ƒ* If employee meets the cap, must be compensated (use leave or pay until one achieves the allowable limit)

Supervisors responsible for ensuring balance is not exceeded

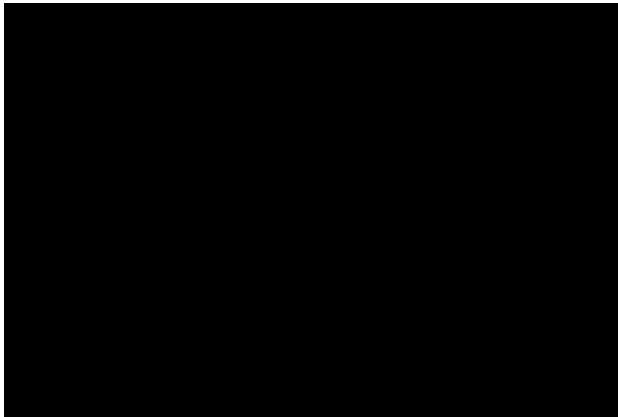*ƒ* Requests to payout excess – submit to BUD who will submit to HR

30

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Manual Paycheck Requests

BUT… ODU will not penalize employees for Administrative Departmental Errors

Manual Payroll Check Request Form   to be completed

ƒ $50 fee per check requested!

ƒ   Backup Documentation required

ƒ   Email complete request to any Payroll Processor for processing

Timesheet Approval

Supervisors & Proxies

Supervisors & Proxies

Approve Timesheets for each pay period for r hourly, student hourly, & classified employees by deadline

ƒ Deadlines: generally 10am on first business day after pay period ends
  ƒ Hourly/Student Hourly – typically 16 th & 1st
  ƒ Classified – typically 10 th & 25th
    ƒ Holiday or Weekend = next immediately business day by 10am

ƒ Must verify ALL hours before approving!

Timesheet Corrections?
ƒ Supervisor/Proxy to notify employee of corrections/changes
ƒ Document thoroughly in comments section

Late Timesheets?
ƒ If employee fails to start/submit… Manual Timesheet required, Manual Paycheck Request Form submitted to be paid by next pay period
ƒ If supervisor fails to approve…Supervisor to contact Payroll to ensure timesheet is correct & employee automatically paid on current payroll

Proxy?

In times of the Approver's absence, a designated Proxy will assume approval power.

- *ƒ* Approvers must setup at least 1 Proxy
- *ƒ* Proxy must be a FT budgeted employee within organization
- *ƒ* Proxy must be at a position level equal or higher than Approver
- *ƒ* HR nor Payroll sets up a Proxy…this is the Primary Approver's responsibility!
- *ƒ* Proxy should ONLY approve time in the absence of the Primary Approver
    - *ƒ Approvers must notify Proxy in times of absence*
- *ƒ* Proxy should never approve her own timesheet
- *ƒ* An employee may be made a Proxy for more than one Approver
- *ƒ* Approvers may add/delete Proxies at any time

Important Reminders

## What if staffing changes?

Supervisory Changes

- *ƒ* Must be communicated to Human Resources or Academic Affairs & appropriate office   immediately   , as proxies do not carry over.
    - *ƒ Supervisory Changes for students may be communicated to Payroll Student Employment*
- *ƒ This ensures timeliness of pay for employees!*

Supervisor Resignation

- *ƒ* HR/AA/Payroll Student Employment must be made aware immediately who will be acting until replacement found!
- *ƒ* Proxy setups DO NOT WORK when supervisor is terminated!

New Supervisors or Proxies

- *ƒ* Computer Account Request Form   – submitted to HR to approve access/routed to ITS to complete process
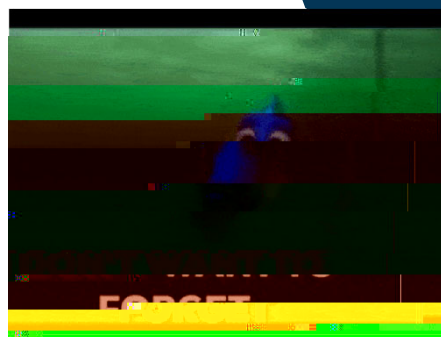
Payday Problems &
Other Misc. Pay Details

Check Distribution Issues, Pay Co rrections, Benefits, Leave Without Pay, Debts

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Advances

ƒ FT Faculty, Classified, Hourly Staff Only

ƒ May be paid in advance for hours al ready worked – available once per 12-month period

ƒ Case-by-case

Leave Pay Outs

ƒ Leave Pay Outs – Classified Employees

ƒ Paid out Accrued Leave

   ƒ Includes: all annual leave accrued, compensatory, recognition, flex holiday, and OT leave accrued

      ƒ SICK LEAVE PAY OUT: 5+ years continuous service = 25% sick accrued pay out (up to $5,000)

Common Problems

Manual Paycheck Not Received?

Received Paycheck in Error?

ƒ PARTY TIME! just kidding…never hold or return via inter-campus mail

Received Overpayments? Or Underpayment?

ƒ Over = If current employee, recovered from next check. If terminated employee, billed.

ƒ Under = check prepared for amount due to employee

No matter what…contact Payroll immediately! - 683.4337

Benefits/Deductions/Debts

ƒ Health Insurance Benefits – *pre-tax*

ƒ Basic Group Life

ƒ Debts to the University – *auto-deduction & must be timely*

ƒ Garnishments/Liens – *must be honored*

ƒ Taxability of Graduate Educational Aid – *once a semester*

Leave Without Pay/Time Losses

Leave Without Pay (LWOP):

ƒ HR & Supervisory Approval – No Leave accrues!
  ƒ Conditional vs. Unconditional

ƒ MAY be Granted in emergency situations or when ineligible for other leave types
  ƒ FMLA

Time Loss:
  ƒ Unexcused Absence, Insufficient Leave Balance

ƒ Don't accrue annual/sick leave during particular pay period
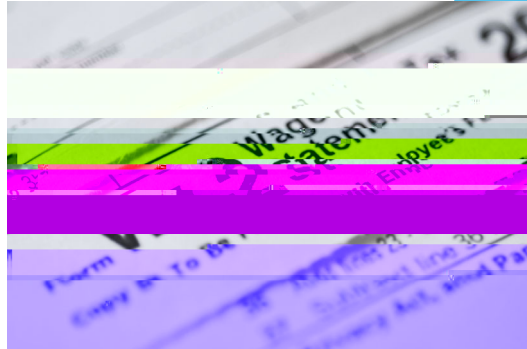
ƒ Paycheck reduced by number hours of time loss

W2s for Employees

ƒ Available electronically (*preferred*) or mailed
   ƒ Access via LeoOnline Employee Portal
      ƒ Electronic Consent Form *must be completed in LeoOnline!*
ƒ Email/University Announcement when W2s become available – usually between January 24-31 each year
   ƒ Mailed W2s sent on or before January 31

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And now…

Break Time!

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Hiring a Student

Departmental Responsibilities for Hiring Student Employees,
Required Credit Hours & Verifying Enrollment, & International
Student Employees

REMINDER – Different Types of Student Employees
Student Employee Account Codes

GTA	• Graduate Teaching Instructor OR Graduate Teaching Assistant • 4022/4122
GRA	• Graduate Assistant Research – Faculty Assistant • 4023/4123
GAA	• Graduate Assistant Administrative Assistant • 4043/4143
Student Hourly	• 4025
Federal Work Study	• 4028
America Reads/Community Service	• 4029

BEFORE a New Student Employee Begins…

ƒ Verify student registered for required credit hours

ƒ Complete all hiring paperwork to ensure student reaches Payroll Status – Hiring Checklists *&* Student Data Worksheets *available per Student Employee Type*

    ƒ Paperwork to be Completed, Submitted, Approved, & Processed!

        ƒ New Hire? E-1S Processing

           ƒ Graduate Students

Graduate Assistant – Research

GRA (4023/4123)

ƒ No faculty appointment required

ƒ Participate in research or support activities conducted by faculty members or administrators

Graduate Assistant – Administrative

GAA (4043/4143)

ƒ No faculty appointment required

ƒ Participate directly in support of administrative activities of a University Department

  ƒ Refer to *University Policy: Awarding Graduate Assistantships for Non-Academic Departments*

University Policy States…

ƒ Non-academic units must coordinate the hiring of Graduate Assistants with the appropriate Associate Dean

ƒ Determination of number/availability of funds done as early as possible in order to facilitate offering GA positions to top-ranked applicants/students in appropriate Grad programs

ƒ At the beginning of each semester's employment *(including summer!),* the department must complete the G9 Graduate Assistant Responsibilities Agreement Form for the GA and submit before they begin working for supervisory approval/submission.

  ƒ The G9 must be completed for ANY type of GA Assistantship (*GTA-Assistant, GTA-Instructor, GRA-*

Additional Employment for Grad Assistants?

FT Grad Assistants (GTA, GRA, GAA) are NOT permitted to accept additional on-campus employment during the period of their assistantship!

- ƒ *Specifically – GTAs, GRAs, GAAs may NOT be paid for part-time teaching or other on-campus employment!*

ƒ Exceptions:

- ƒ Only under *unusual circumstances*
- ƒ Only with *approval* of Dean/equivalent administrator or with written recommendation of GPD and Department/School Chair

ƒ Any off-campus employment should be undertaken with caution, and in consultation with the GPD!!
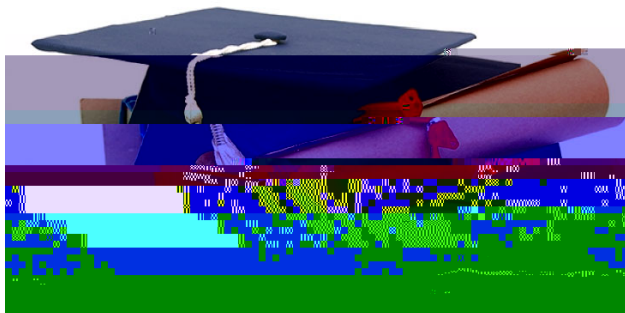
Academic Employment Year

Academic Employment Year per Student Employee Type, Monitoring Student Wages, Critical Deadlines, Summer Employment Reminders
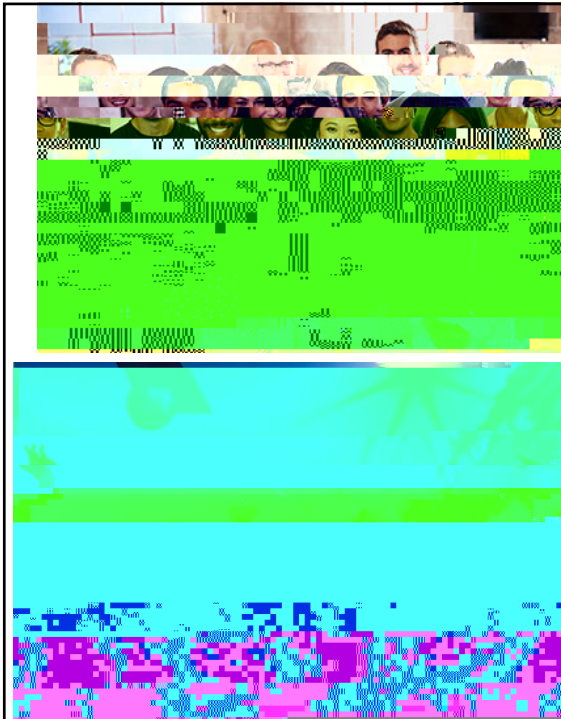
Summer Employment Reminders

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Continuing Students

Stipend Students:

ƒ All pay actions *(original hire, date changes, stipend changes, termination)* – USE E-1SU!

Hourly Wage Students subject to WTE:

ƒ All pay actions except original hire – USE EPAF!

Graduate Assistants:

ƒ New Hire – USE E-1SGI All other pay actions – USE EPAF!

Graduating Students

A student graduated…NOW WHAT?!

ƒ Not pre-registered for Fall – not eligible for Summer Employment

  ƒ *Grad Students may be hired as regular student hourly employees as long as registered for 6 credit hours*

ƒ Graduating students may ONLY be hired as hourly employees now – *Contact HR*

All about EPAFs

When to use an EPAF for Student Employees?

ƒ Rehiring student/Grad Assistant in same position

ƒ Rehiring student hourly/Grad Assistant in a

Gaining Access to EPAF

What is needed to obtain access to EPAFs?

ƒ Complete the Electronic Approval Access Form – send to HR

   ƒ *HR EPAF Webpage contains details, Reference Guides, FAQs…*
     https://www.odu.edu/facultystaff/employee-services/managers/epafs

1. EPAF Originator
2. EPAF Approver
3. EPAF Proxy

Departments are responsible for monitoring expenses for student wages – termination is due timely! WHY?

ƒ To recoup unused funds (and therefore use funds for other students!)

ƒ For accurate record-keeping

ƒ To avoid overpayments for Grad Assistants

ƒ To ensure we have current timesheets ONLY

Student Employment Wage Scale

Managers determine starting pay rate and any increases for Student Employees based on:

- ƒ Increased skill
- ƒ Reliability
- ƒ Contribution to work unit

ODU provides Student Employment Wage Scale   as a reference guide:

https://www.odu.edu/content/dam/odu/offices/finance-office/docs/student-wage-scale.pdf

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Students are NOT exempt from Federal or State Taxes!

- ƒ MAY be exempt from FICA withholding (Social Security & Medicare) as long as they are enrolled and regularly attend   ing classes for required number of credit hours at the University
  - ƒ NOTE: if a student claims exemption from

Forms to Use

Each may be found on the Office of   Finance & Budget Office Websites
http://www.odu.edu/finance   * https://www.odu.edu/budgetoffice

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Employment Forms - Faculty

1. 4031 Request for Temporary Pay for Administrative/Professional Faculty
2. ODU Adjunct Faculty Approval &   Employment Authorization Form
3. Non-Instructional Part-Time Faculty Temporary Employment Payroll Form

ƒ All found here: https://www.odu.edu/acadaffairs/forms

E-1 Forms

ƒ E-1 Temporary Employee Data Form
https://www.odu.edu/content/dam/odu/offices/human-resources/docs/eo1form.pdf

ƒ E-1SU (Undergrad) & E-1SG (Graduate) Forms
https://www.odu.edu/facultystaff/employee-services/compensation/payroll/hiring-student-workers

ƒ E-1SP (Special Pay/One-time Pay)
https://www.odu.edu/content/dam/odu/offices/finance-office/docs/E1SP.pdf

ƒ EPAF?
NO FORM! Electronic!
https://www.odu.edu/facultystaff/employee-services/managers/epafs

ƒ Forms and Instructions available on these various webpages

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WTE Quick Reference Guide(s)

REMEMBER: available per each type of employee!
https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types

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Manual Timesheets &
Manual Payroll Check
Request Form

Manual Timesheets:
https://www.odu.edu/facultys
taff/employee-
services/compensation/payro
ll/web-time-entry/timesheets

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ePrint Payroll
Report
Request Form

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Student
Hourly/Grad
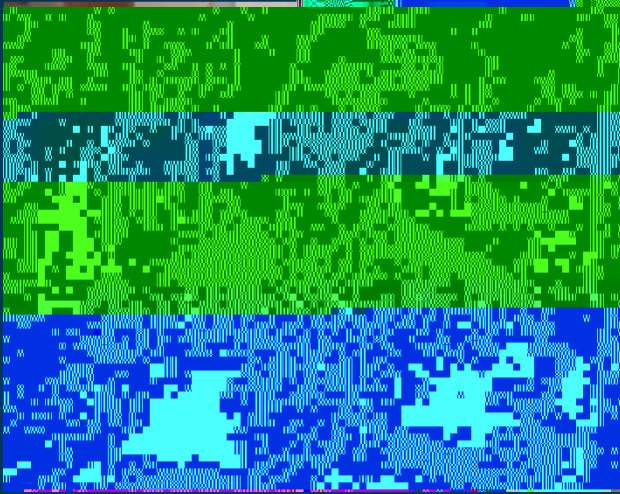Assistant Hiring
Checklists
(2 pages)

71

Student Data
Worksheet

72

G9 Form – Graduate Assistant Responsibilities Form

73

General Reminders

74

And now…

f Any Questions?

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EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?

REPORTING INCREMENTS:

PAYROLL OFFICE REPORTING INCREMENTS

PERIOD WORKED	REPORTING INCREMENTS	PERIOD WORKED	REPORTING INCREMENTS