MANUAL OF PROCEDURE

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PROCEDURE TITLE:	Time and Attendance Rosters for Payrolls	
STATUTORY REFERENCE:	FLORIDA STATUTE 1001.65 STATE BOARD OF EDUCATION RULE 6A-14.047	
BASED ON POLICY:	III-l College Business Affairs	
EFFECTIVE DATE:	September 15, 1969	
LAST REVISION DATE:	October 11, 2005	
LAST REVIEW DATE:	October 11, 2005	

I. PURPOSE

To provide methodology for the input and approval of on-line time and attendance rosters to facilitate the preparation of payrolls for full-time and part-time employees.

II. PROCEDURE

A. General Items

1. Human Resources will initiate and maintain payroll assignments in accordance with approved Personnel Action Requests (RPAs). All assignments must be assigned to a departmental account/Qual.

2. Time and attendance preparers and approvers will be authorized for each departmental account/Qual. The assignment of these functions will be properly segregated.

3. The Payroll Department will issue a Payroll Schedule for each fiscal year and for all payroll calendars. The Schedule will outline reporting periods, pay periods, and approval deadlines for time and attendance rosters in connection with each pay date.

4. Appropriate personnel will be assigned access to on-line screens providing employee leave balances and time and attendance history. This information may be accessed at any time.

B. Preparation and Approval of Time and Attendance Rosters

1. Time and attendance rosters will be prepared and approved by authorized personnel college-wide.

2. Supporting documentation for each pay period must be approved by the authorized supervisor and Human Resources, if applicable, and forwarded to the preparer of the respective time and attendance rosters.

   a. For salaried or full-time employees, preparers need only input exceptions to time and attendance, which constitute the type and amount of leave the employee has taken, overtime hours worked, and compensatory time earned during the pay period. Accordingly, approved leave forms, including those requiring the approval of Human Resources must be secured by the preparer for each pay period whenever applicable. In addition, overtime hours worked by salaried, full-time employees eligible for overtime pay must be approved in advanced and documented by the affected department.

   b. For part-time employees, preparers must input actual hours worked by employee d must be supported by time sheets and/or time cards.

3. Supervisory personnel will be assigned system access to approve on-line time and attendance rosters for areas under their management. Corrections and/or adjustments noted by the approver will be completed by the preparer prior to approval of time and attendance rosters.

   a. Employee leave is formally approved when time and attendance rosters are electronically authorized by the assigned approver.

4. Detailed explanations of screens used for the preparation, approval, and review of on-line payroll rosters are included in the technical user manual provided for the operating system used by the College. The manual is available on the Business Affairs website.

C. Payment Issuance

1. In accordance with the Payroll Schedule, the Payroll Department will systematically process the college-wide payroll for each pay period. Accounting entries, time and attendance, and the issuance of payments are the result of automated processes.

2. Any physical checks issued as a result of the payroll process will be reconciled and forwarded to the applicable Campus Bursar Offices by Central Accounting. Physical paychecks are then distributed to affected departments on the assigned pay date in accordance with College procedures.

D. Records Retention

To ensure compliance with guidelines promulgated by the Florida Department of State for records retention as it relates to individual payroll records, each department will retain payroll records described in this Procedure for no less than five (5) years.

	10/11/05
PRESIDENT	**DATE**