

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3571

PAGE 1 of 3

PROCEDURE TITLE: Time and Absence Management for Payrolls

STATUTORY REFERENCE: Section 1001.65, Florida Statutes; State Board of Education Rule 6A-14.047

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: September 6, 2024

LAST REVIEW DATE: September 6, 2024

I. PURPOSE

To provide methodology for the input and approval of time and absence management 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 department.
2. Timekeepers/preparers and time approvers as well as absence management approvers will be authorized for each department. 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 absence management in connection with each pay date.
4. Appropriate personnel will be assigned access to on-line screens providing employee leave balances and time history.

B. Preparation and Approval of Time and Absence Management


1. Time will be reported by employee using web clock or time clock device to report actual time. Absence requests for leaves are entered by employees in absence management. Time and absences will be approved by authorized personnel in a timely manner and in accordance with published payroll schedules.
 - a. Salaried employees only need to input exceptions for absences taken during the pay period. Absence requests must be approved by authorized personnel.
 - b. Time for full-time non-exempt employees is reported using web or physical clocks, or through corrections made by timekeepers. In addition, overtime hours worked by full-time employees eligible for overtime pay is subject to approval. Absence request need to be entered via the absence management system.
 - c. Time for part-time employees is reported using web or physical clocks or through corrections made by timekeepers. Entries must be approved by authorized personnel.
2. Training resources are available on the [Business Affairs website](#).

C. Payment Issuance

1. In accordance with the payroll schedule, the Payroll Department will systematically process the payroll for each pay period.
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 employees 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.

	09/06/2024
PRESIDENT	DATE