

Sample Procedure Incorporating a Process Delay

(steps in bold address delay)

3.1 Payroll Maintenance

3.1.2 Input Payroll Earnings Adjustments

Responsibility: Payroll Specialist, Payroll Manager, Payroll Supervisor

Purpose: To process payroll earnings adjustment entries that are not captured via the automated process

Systems: ADP

Procedures:

3.1.2.1 Input Payroll Earnings Adjustments - Record Overtime

Timesheets are required to be submitted to Payroll Processing for all hourly and non-exempt employees.

- *Hourly employees are paid an hourly rate for up to 40 hours per week and paid time and a half for hours worked in excess of 40 hours per week.*
- *Non-exempt employee salary is based on 35 hours per week; the first five hours of overtime are paid as straight time, and hours worked in excess of 40 hours per week are paid at time and a half.*

Timesheets are completed on a weekly basis by the employee and approved by the employee's supervisor.

- *Timesheets submitted to Payroll Processing by the 15th of the month will be included in the 30th of the month payroll;*
- *Timesheets submitted by the 30th of the month will be included in the 15th of the month payroll.*

1. Payroll Specialist reviews timesheets, received (via mail) from employees, containing the number of hours worked during the timesheet period.
2. Ensure timesheets have been authorized by the employee's manager.
3. **If not authorized, return the timesheet to the employee for management authorization.**
4. **Record returned timesheet in log including:**
 - **Date returned**
 - **Employee name**
 - **Department**
5. **Update Returned Timesheet Log when timesheet is returned with required authorization.**
6. Review authorized timesheets to ensure that they are mathematically accurate.
7. Determine period overtime hours and record to Excel spreadsheet by employee.
 - Excel spreadsheet is H:\Timesheets\MMDDYY.
8. **Several days prior to processing of next scheduled payroll, check Returned Timesheet Log and follow up on any returned timesheets which were not re-submitted.**
9. Three business days prior to next scheduled payroll, forward Excel spreadsheet and timesheets to Payroll Manager for review and approval.
10. Upon approval, Payroll Manager forwards Excel spreadsheet to Payroll Supervisor for upload to ADP.
11. Payroll Supervisor imports the spreadsheet to ADP for processing.
12. Payroll Specialist files timesheets in the folder for the timesheet period.

*For illustrative purposes only.
Generally requires customization for use in a specific organization.*