

Contractual Payroll Guidelines



November 11, 2010



Timekeeper's Responsibilities

Timekeepers are responsible for ensuring that all employees working in their department are:

- Promptly placed on payroll;
- Paid correctly;
- Paid on time.

Responsibilities

- Complete paperwork the first day employee begins.
- Review and submit the complete packet to HR.
- Submit hours by deadline - 5 p.m. contractual Friday.
- Hours entered must be printed and attached to timesheets for audit purposes (for your records).



Working for Various Departments

- Consult employee.
- Can work for more than one (1) department, but
 - ~ runs risk of working more than 40 hours in one (1) work week, resulting in your department paying overtime.
- Employee receives one (1) paycheck.



Forms

- Please print legibly and accurately.
- Use new updated forms.
- When copying forms, make sure they are copied correctly.
- Forms do not have to be copied on colored paper.
- Most payroll forms can be found on the Human Resources (HR) WEB page. If not, contact HR.



311 Forms

(Special Payments Payroll Authorization)

- Must use correct form when placing employee on payroll.
- Must be completed by timekeeper, not the employee.
- Forms required must be attached to 311. Forms are dependent upon employee already being on payroll. (Ask if they **currently** work for another department.)
- Employees should be completing the packet of information with the timekeeper.



A vertical stack of four images on the left side of the slide. From top to bottom: a clock on a red background, a clock on a yellow background, a stack of papers on a green background, and a stack of papers on a blue background.




Letter of Agreement (Contract) Required for Faculty and Administrative Employees

- Letter of Agreement for Contractual Faculty Services; used for Faculty members
- Letter of Agreement for Contractual Administrative Services; use for Administrative Employees.
- Letter of Agreement (contract) must be attached to the 311 packet.
- If original is being sent to senior administrator for signature, attached a copy until you receive the signed copy.
- HR must receive a signed copy of the agreement.



I-9 Form

Employment Eligibility Verification

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- Must be completed within three (3) business days of employment.
 - Must follow the instructions and read the fine print.
 - Cannot specify which document you will accept from the employee.
 - Expired documents are no longer acceptable.
 - By signing the form, you are stating “Under penalty of perjury” you have actually looked at the ID given. Verifier is held responsible by State department.
 - Must attach copies of verified documents.
 - Must attach VISA information if you hire a non U.S. citizen.
 - Must enter hire date of employee in certification box under Section 2.
 - Must copy front to back of I-9.
 - No highlighting or odd marks.
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W-4 Employee Withholding

- Address on the W-4 is where the check and W-2 will be mailed.
- Must complete section 2 line 5 or 7, not both.
- Must complete section 3 line 1, 3, 4 or 5, not all 4.
- “0” allowances will result in maximum taxes withheld.
- Line 7 (section 2) and Line 3 (section 3), “exempt” means exempt from taxes.
- Do not use a W-4 form to change employee’s address.
- DC residence must complete DC W-4 form.
- WV residence must complete WV W-4 form.



Direct Deposit

- Mandatory for all new employees.
- Checks can be direct deposited to **checking or saving accounts.**
- Attach a copy of a voided check to the direct deposit form.
- Exemption: Must complete direct deposit exemption form if one of the following conditions apply:
 - ~ No checking or saving account
 - ~ Seasonal employee
 - ~ Less than 3 payments

Overtime

- Non-exempt positions (students and staff) must be paid time and a half for hours worked over 40 hours in a work week.
- Must complete overtime sheets and submit to Human Resources on contractual Friday.





Pay Stubs No Longer Mailed

- Inform All Employees.
- Must be accessed electronically.
- Central Payroll Bureau website:
[HTTP://compnet.comp.state.md.us/cpb](http://compnet.comp.state.md.us/cpb)
- Payroll POSC Online Service Center.
- First time users will need to click on the “Sign Up” box.
- Employees will need our agency code (360400) and their last check advice number.
- Check advice number can be obtained by calling HR.

Back Up Timekeeper

- Must appoint a back up timekeeper.
- Must ensure that back up timekeepers have been trained to key hours in your absence.
- Must complete a new signature authorization form if back up timekeepers change.





Cancel Employees Immediately

- Review your payroll monthly.
- Employees should not be on payroll if they have not worked in the past 30 days.
- Cancellation date must be employee's last day of work.
- Email Sam to cancel someone off payroll (submit name, SSN, last day of work).



Federal Work/Study Program

- Read and review Federal College Work/Study Program Policy and Procedures Manual.
- I-9 form must be completed within 3 business days of employment and submitted to Financial Aid.
- Students may not work more than 15 hours per week.
- Hours due in Financial Aid by 4:00 on Thursday.
- Timesheets must be complete.
- Must have originals; No FAXED copies will be accepted.
- Timekeeper, not students, must submit timesheets. Timekeepers are responsible for keeping track of all student hours.
- Questions about work/study students – contact Denise Merican in Financial Aid at x3000.



HR Website

- College Home Page;
- Upper Right - Click on Search;
- Type in Human Resources;
- Click on *Payroll, Human Resources, St. Mary's College of Maryland.*



If you have questions,
contact the
Office of Human Resources
at x4309.