MEMORANDUM

TO: Deans, Directors and Department Heads
FROM: Joey Sword, Interim Director of Human Resources
Bill Shorter, University Controller
DATE: June 14, 2007
SUBJECT: Personnel/Payroll Paperwork

A recent incident has brought to light a continuing and significant problem with late, missing, and/or incorrect personnel/payroll paperwork submitted by campus departments. Please note that such practices will no longer be tolerated.

Departments are responsible for preparing appropriate personnel/payroll documents in a timely and accurate manner to hire and pay employees appropriately. Human Resources and/or Payroll cannot initiate documentation required to generate a paycheck. Some specific issues to which departments need to pay particular attention are as follows:

- **No employee will be allowed to start employment at the University before a PR40, Personnel Action form, has been completed and approved.** Human Resources will notify each department when the PR40 has been approved for all full- and part-time classified and Administrative and Professional faculty, and wage employees (except one-time payments).

- With the State’s transition to the use of an alternate employee identification number, it is no longer possible to “walk the paperwork through the approval process” for immediate processing. An overnight download (at the State level) of data to the payroll system is now required before processing can occur.

- No employee will be allowed to continue employment without having completed an I-9, Employment Eligibility Verification form. All employees must, at a minimum, complete Section 1 of the I-9 on the first day of employment and provide all required documents by the end of the third work day.

- Timecards for wage employees and student workers must be completed accurately, approved by the supervisor, and submitted by the appropriate deadlines. The supervisor is responsible for verifying and approving that all time recorded was actually worked.

- A PR4, Separation Notice, must be completed with appropriate signatures prior to or within one business day of the employee’s separation date to avoid payroll overpayments.
• Departments must respond to Human Resources and/or Payroll within one business day when problems or errors have been noted with submitted documents.

• If paperwork is not submitted timely and an employee’s paycheck is affected, departments must immediately notify the affected employee and the appropriate dean, director, or department head. Payroll will not process salary advances because of a supervisor’s failure to process the required forms.

Departments will be held accountable for compliance with all Human Resource/Payroll deadlines, policies and procedures. **Failure to comply with deadlines, policies or procedures may result in disciplinary action in accordance with applicable standards of conduct.**

Human Resources will coordinate training on this topic in the near future. All departmental staff members responsible for meeting personnel/payroll deadlines or processing this paperwork are strongly encouraged to attend.

If you have any questions, please contact Human Resources or Payroll.

C: President
Vice Presidents