

Office of Human Resources

Department Head/Supervisor Responsibilities for Payroll and Leave

This provides general guidelines and sources of information regarding payroll and leave for employees in your department but there are differences in procedures depending upon the job classification of the employee. For example, time and attendance recording is required for all employees, but depending upon the employee classification (faculty, staff, part-time or full-time status, etc.), the procedures and requirements could differ. Please consult with Human Resources for interpretation of policy and applicability to specific employee groups or situations.

Helpful Links

Employee Handbook: <https://www.muw.edu/hr/employees/handbook/>

Human Resources Forms A-Z: <https://www.muw.edu/hr/employees/forms/>

Payroll Dates: <https://www.muw.edu/hr/employees/compensation/payroll/>

Department Heads/Supervisors will be held accountable for consistent, incorrect payroll and leave reporting.

Definitions

FLSA (Fair Labor Standards Act): The federal law that establishes minimum wage, overtime pay, and recordkeeping requirements for employees in the private sector and in federal, state, and local governments. Under FLSA regulations, some employees are designated as exempt from overtime payments and recordkeeping regulations, and others are designated as non-exempt and are subject to overtime payments and recordkeeping regulations.

Exempt Employee: Employees who are excluded from regulations governing overtime payments and recordkeeping requirements. It is only necessary to maintain records for leave taken and accrued for exempt employees.

Non-Exempt: Employees who are paid hourly and must record actual hours worked. Non-exempt employees who work more than forty (40) hours in a workweek must be compensated, either through overtime pay or compensatory time.

Overtime: Hours worked over forty (40) in a workweek by a non-exempt employee.

Compensatory Time (Comp Time): Overtime that is recorded as time off in lieu of payment for overtime hours worked. Compensatory time is accrued at the rate of one-and-one-half hours for each hour worked over forty (40) in one workweek.

Workweek: The University's workweek starts at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

Biweekly Payroll

Department Heads/Supervisors who have non-exempt staff and student workers on the biweekly payroll are responsible for the following:

- Ensuring that time recorded is correct on the biweekly time log.

- Employees should be recording actual hours worked (Ex: If the employee came in at 7:54 am, that should be the time recorded).
- Time recorded is calculated in quarter hours; the time entry time log provided by HR automatically calculates quarter hour rounding.
- Checking time logs to ensure all calculations are correct and time log is signed and dated by the employee.
- Signing and dating time logs on or after the last day worked (Note: your signature is your verification that the information is correct).
- Completing the biweekly payroll voucher and turning it in to HR with time logs before the payroll deadline. See Helpful Links for Payroll Dates.

Monthly Payroll

Department Heads/Supervisors who have employees paid on the monthly payroll are responsible for the following:

- Ensuring that non-exempt employees are recording daily hours worked on the monthly leave report in Banner.
 - Time recorded is calculated in quarter hours (Ex: .25 = 15 min, .5 = 30 min, .75 = 45 min).
 - Checking to ensure all calculations are correct and that the employee submits the monthly report by the deadline (email reminders are sent by hrinfo@muw.edu).
 - Your approval verifies the information submitted is correct.
- Exempt employees do not record hours worked and will only record leave taken in the Banner monthly leave report.

Payroll Reconciliation Reports

Department Heads/Supervisors who are budget managers are required by the University's Account Reconciliation Procedures to reconcile all account activity.

- Payroll Reconciliation Reports are emailed to the Budget Manager from hrinfo@muw.edu after each biweekly and monthly payroll. It is important to review, reconcile, sign, and date the report each time it is received to ensure the accuracy of the payroll. Maintain a copy in your department for possible audit review.

General Payroll and Leave Information for Benefits-Eligible Employees:

- Informing HR of an employee's planned medical leave and specifically when an employee is out for 32 consecutive hours for medical reasons (medical certification required):
<https://www.muw.edu/hr/employees/handbook/information/benefits/#majormedical>
- Informing HR if an employee will have leave without pay at least 5 working days prior to payroll, or as soon as it is known if less than 5 days. Please be informed of the potential consequences for an employee who has leave without pay.
<https://www.muw.edu/hr/employees/handbook/information/benefits/#leavewithoutpay>

Monthly Leave Reports/Records

Department Heads/Supervisors are responsible for the following:

- Reading the Leave Guidelines and Leave Instructions for Entering & Approving Leave in Banner Self-Service, which can be found in Forms A-Z in the Helpful Links above.
- All benefits-eligible faculty and staff must complete a monthly leave report/record, even if no leave was used during the month.
- Ensuring leave is approved and submitted by the applicable deadline. Reconcile leave recorded against leave request forms.
- Exempt employees, both faculty and staff, complete a leave report in Banner Self-Service. The deadline to submit the report is generally two business days after the last working day of the month but can vary based on holiday schedules, etc. Email reminders are sent from hrinfo@muw.edu each month with deadlines and other helpful reminders.
- Exempt employees who miss the deadline are required to submit a paper late leave report. Contact hrinfo@muw.edu if you miss the deadline and see Forms A-Z in Helpful Links for the applicable form.
- Non-exempt employees who are paid on the monthly payroll also complete a leave report in Banner Self-Service. *It's important to note that when non-exempt positions currently paid on the monthly payroll are vacated, the position will move to the biweekly payroll.*
- Non-exempt employees who are paid on the biweekly payroll will complete a paper Monthly Attendance/Leave Record that should be checked by the supervisor against the employee's biweekly time logs prior to submission. The Payroll Accounting Assistant in HR can provide the employee with a yearly master spreadsheet that will forward balances each month to help ensure accuracy.
 - Supervisors should ensure employees are updating the leave record and/or spreadsheet when corrections are sent by HR so the following month's record is accurate.