



Policy 2.81 Payroll Responsibilities

Responsible Official: VP for Finance
Administering Division/Department: Payroll
Effective Date: January 01, 2008
Last Revision: March 13, 2009

Policy Sections:

1. Overview
2. Applicability
3. Policy Details
4. Definitions
5. Related Links
6. Contact Information
7. Revision History

Overview

The purpose of this policy is to set guidelines for the processing of payroll. This includes responsibilities of the employee and the department.

Applicability

All employees.

Policy Details

2.81.1 Employee Responsibilities

Each University employee should take an active role to make sure their payroll is processed accurately.

2.81 .1.1 Questions Concerning Payroll

When employees have payroll questions, they should first talk to their departmental Human Resource Representative or Timekeeper. These departmental contacts should be able to answer most payroll questions.

2.81 .1.2 Address/Phone Number Changes

University employees need to notify [Human Resources](#), as soon as possible after a change in address and/or phone number. This can be done through one of the two ways:

1. Use the [Human Resources system](#), to change contact information if currently an employee.
2. Complete a Human Resources [Personal Information Change Form](#), and fax to Human Resources at 404.727.4008.

Students will also need to change their profile through the [OPUS online system](#). (Online Pathway to University Students).

2.81.1.3 Direct Deposit Authorization

Faculty, students, and staff must have paychecks direct-deposited into an account at a financial institution (i.e., bank or credit union). New employees should complete a [Direct Deposit Authorization Agreement](#), and forward it to the [Payroll Department](#).

Accounts can also be set up directly online through the University online [Human Resources system](#).

Returning University employees who had direct deposit will use the same direct deposit account upon return if they were terminated less than 150 days prior or they received a direct deposit from the Payroll Department within 150 days of their rehire date. New direct deposit authorization forms are required for all other rehires.

2.81 .1.4 Direct Deposit Changes

If a direct deposit employee needs to make a change in personal information or bank information, changes can be made through the University online [Human Resources system](#).

Another option is to fill out a new [Direct Deposit Authorization Agreement](#). The authorization form, along with a voided check, must be sent (not faxed) to the [Payroll Department](#).

2.81 .1.5 Direct Deposit Cancellation

Employees must notify the Payroll Department in writing to cancel a direct deposit by completing a new [Direct Deposit Authorization Agreement](#) and forwarding it to the Payroll Department.

Payroll information is sent to the bank approximately three days before the pay date. Delays in notifying the Payroll Department will result in delays in receiving funds. Direct deposit authorizations, changes, or cancellations will be processed according to the Payroll Calendar.

Employees who do not have their pay directly deposited to their financial institution account must use the CashPay program.

2.81.1.6 CashPay

Employees without accounts at a financial institution must use CashPay. CashPay is an alternative form of direct deposit. It is a debit card that acts like a checking account. The CashPay application forms are located only in the Payroll Department at 1599 Clifton Road. Employees must come to the [Payroll Department](#) to complete both the CashPay and Direct Deposit forms to use the CashPay option.

2.81.1.7 Name Changes

To receive correct paychecks, University employees need to notify [Human Resources](#), as soon as possible after a name change.

2.81.2 Departmental Responsibilities

Each University department strives to assure that employees are paid timely and correctly.

2.81 .2.1 Overall Responsibilities

It is critical that departments submit payroll documents according to published deadlines, including approved Time and Attendance hours and Payroll Pay Request transactions.

University employees should normally be paid for work performed for, or on behalf of, the University solely through the Payroll Department.

2.81 .2.2 Departmental Payroll Contacts

Each department must designate one employee as their payroll contact. This person will be responsible for the preparation of all payroll input. Responsibilities of the departmental payroll contact include the following:

1. Accurate and timely submission of all payroll documents. Documents must be signed by the department head or authorized designee to be processed by the Payroll Department.
2. Distributing payroll information received from the Payroll Department to the employees in their department.
3. Answering questions from employees in their area. In most cases, the departmental contact should be able to answer any payroll questions.

Departments should notify the Payroll Department whenever changes occur regarding the primary and back-up timekeepers or department personnel authorized to generate payroll requests.

2.81 .2.3 Timely Submission

All employee changes should be submitted to [Human Resources](#), as quickly as possible to avoid an incorrect paycheck or no paycheck for the employee.

2.81 .2.4 Internal Controls

The employee who signs and authorizes the payroll input should not be the same person who actually prepares the input. Also, an employee who is responsible for preparing payroll transactions may not be appointed as a Department Payroll Distribution Officer.

Definitions

Human Resources System: The system used by the Payroll Department and Human Resources to pay salaries and wages to employees in an accurate and timely manner. The system also provides

information for managerial purposes.

OPUS System (Online Pathway to University Students): An online resource tool for students that includes everything from a calendar of activities to campus employment.

Direct Deposit : Payroll directly deposits an employee's paycheck into their bank or other financial institution.

CashPay: An alternative form of direct deposit; a debit card that acts like a checking account.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.81>
- [Human Resources:](http://emory.hr.emory.edu/) (http://emory.hr.emory.edu/)
- [Human Resources System:](https://psofthr.cc.emory.edu) (https://psofthr.cc.emory.edu)
- [Personal Information Change Form:](http://emory.hr.emory.edu/eu/Forms%20and%20Brochures/Employee%20Forms/Personal%20Information%20Updates/Personal%20Information%20Change%20Form.pdf)
(http://emory.hr.emory.edu/eu/Forms%20and%20Brochures/Employee%20Forms/Personal%20Information%20Updates/Personal%20Information%20Change%20Form.pdf)
- [OPUS Online:](https://psoftsa.cc.emory.edu/) (https://psoftsa.cc.emory.edu/)
- [Direct Deposit Authorization Agreement:](http://www.finance.emory.edu/external/forms/ddeposit.pdf) (http://www.finance.emory.edu/external/forms/ddeposit.pdf)
- [Payroll Department:](http://www.finance.emory.edu/external/deptpages/pay/index.cfm) (http://www.finance.emory.edu/external/deptpages/pay/index.cfm)

Contact Information

Subject	Contact	Phone	Email
Payroll Processing:	Payroll Department	404.727.6100	payroll@emory.edu
Systems:	Human Resources	404.727.7611	N/A

Revision History

No previous versions of this policy were found.