

# Forms & Processing Deadlines Policy – Human Resources/Payroll

*Last Updated on 4 October 2011*

All required payroll items must be received in the Office of Human Resources and the Payroll Office in a timely fashion in order to be processed and included on the appropriate payroll. This is critical to meet payroll processing deadlines, comply with legal pay and tax reporting requirements, maintain employee satisfaction, and avoid additional, unscheduled work for Human Resources, Payroll, and related departments.

To aid in this process, the Office of Human Resources and the Payroll Office have established deadlines and guidelines in order to assure completion of the payroll process in a timely and reasonable fashion:

- Submission of items that require one or more levels of approval will require time to be fully processed, forwarded to Human Resources, and finally submitted to Payroll for processing. Therefore, allowing for the required processing time of submitted items is critical.
- Submitted items will not be processed without all required items and signatures/approvals
- Employee Human Resources and Payroll forms (e.g., W-4, I-9, etc.) must be submitted by the established deadlines to assure proper setup, withholding, and payment.
- Employee timesheets (including one-time payments) are to be paid on the pay date associated with the work period, as established on the Payroll pay schedule. Late submissions are subject to fee assessments and/or penalties as outlined later. Payments outside of an employee's "regular" pay generally should not be promised to an employee on a specified pay period. In the event that it is critical for an employee payment to occur on a specific payroll, contact Human Resources or the Payroll Office before assuring payment to the employee to confirm that the payment will occur. Adhering to the deadlines listed in this document—as well as allowing additional lead time to obtain necessary signatures—should assure inclusion in the desired payroll.
- Submissions not received in the Office of Human Resources and/or the Payroll Office by the deadlines listed below will be processed on the current payroll only at the discretion of the Payroll Office after reviewing both the circumstances resulting in the late submission and the payroll schedule. Any exceptions to this policy will be limited and will occur only with the approval of Human Resources and/or the Payroll Manager.

- Late submissions (e.g., timesheets, one-time payments, stipends, overloads, etc.) not processed on the regular payroll schedule may be processed on an off-cycle (i.e., unscheduled) payroll. Late submissions include both: (a) items not submitted by the employee to the supervisor in a timely fashion; and (b) items not forwarded by the supervisor/department to the Payroll Office in a timely fashion. It is ultimately the supervisor's responsibility to assure that all items are submitted timely to be paid on the scheduled payroll.
  - o **Supervisor Notification** → Human Resources or Payroll will notify supervisors after the first occurrence of late submissions
  - o **Supervisor/Director/VP Notification** → second, and any subsequent, late submission will result in supervisor notification and may, at Human Resources' or Payroll's discretion, result in notification of the director/VP of the affected area
  - o **Fee Assessment** → departments with late submissions which require special, off-cycle processing by the Payroll Office may be assessed a \$30/document fee due to the additional processing, payment, and tax reporting requirements. This fee assessment will be subsequent to the supervisor and the supervisor/director/VP notification
  - o **Penalty Assessment** → departments with late submissions, as described above, will also be charged for any penalties assessed by tax agencies and/or other government agencies that result from the late processing
  - o **Disciplinary Action** → at the discretion of the department and/or Human Resources, a recurrence of late submissions and/or the severity of the late submissions may result in disciplinary action.
- In the event that payments must be made off-cycle, the supervisor is responsible for providing communication to the affected employees. Supervisors may consult with the Payroll Office for specific verbiage to include in the communication that includes, but is not limited to, payment method, payment date, and pick up/delivery method.

The payroll schedule/calendar, forms, and FAQ's are available for review on the Payroll website (<http://www.messiah.edu/offices/business/payroll/>). Also, the Payroll Office is always available to answer any payroll-related questions.

## Deadline Schedule -- # of Working Days Due Prior to Pay Date

Form	Advance Deadline ( <u>working</u> <u>days</u> )	Due to	Comments
New Hire Paperwork ( <i>non-student employees</i> )			Human Resources provides appropriate documents to the Payroll Office
New Employee Information Form -OR- Payroll Change Form	10 days	Human Resources	New Employee Information Form for new hires and rehires; Payroll Change Forms for reactivations (e.g., adjuncts)
Employee Profile Form	Completed upon arrival	Human Resources	Completed by all new employees with additional demographic information
Leave Policy Disclaimer Form	10 days	Payroll	Only required for those employees who are eligible for vacation, sick, and personal leave benefits
New Hire Paperwork ( <i>student employees</i> )			Deadlines are communicated on each specific required document (e.g., roster request form,
Student Employment Master Form	10 days	Payroll	
Resignation/Termination Form	10 days	Payroll	
Roster Request Form	>>>>>>>	Payroll	As communicated by Student Employment
I-9 Form	1 <sup>st</sup> Scheduled Work Day	Human Resources/ Payroll	I-9 forms <b>MUST</b> be submitted by the employee on the first day of employment to HR (non-student employees) and Payroll (student employees)
Tax-Related Forms	10 days	Payroll	
W-4 Form			Federal tax withholding elections
Residency Information Form			Local tax withholding municipality
Local Municipal Services Form			Used for exemption to local municipal services tax
Benefits-Related Forms ( <i>Medical, Dental, Flex, TIAA-CREF, etc.</i> )	10 days	Benefits Manager	
Cell Phone Stipend	10 days	Payroll	Applies to mid-year changes only; deadline for annual renewals is on form
Direct Deposit Authorization Form	10 days	Payroll	For any new, change, or termination of direct deposit
Faculty Contracts (Full-Time & Adjunct) ( <i>academic year, fall, spring</i> )	20 days	Human Resources	Must be scheduled in consultation with Human Resources and the Payroll Office.
Faculty Contracts (Adjunct) ( <i>J-Term</i> )	10 days	Human Resources	Must be scheduled in consultation with Human Resources and the Payroll Office.
Faculty Contracts (Full Time & Adjunct) ( <i>summer</i> )	15 days	Human Resources	Must be scheduled in consultation with Human Resources and the Payroll Office.

Payroll Change Forms ( <i>additional payments, overloads, pay adjustments, etc.</i> )	See below	Human Resources	Human Resources provides appropriate documents to the Payroll Office
1-10 Forms	10 days		
11-30 Forms	15 days		
31+ Forms ( <i>e.g., bulk overloads</i> )	>15 days		Must be scheduled in consultation with Human Resources and/or the Payroll Office. Will require a minimum of two weeks, but may require more time depending on volume, type of change requested, and time of year requested.
Request for Single Student Payment	Same as timesheets	Payroll	Follows standard student timesheet deadlines. For large batches, submit earlier, if/as possible.
Timesheets	See comments	Payroll	Deadlines for timesheets are indicated on the actual timesheets and on the payroll calendars available on the Payroll website
Administrative Leave Reports	7 <sup>th</sup> of Month	Payroll	Due the 7 <sup>th</sup> of the following month
Other Unlisted Items			Please check on the form, accompanying communication, and/or Human Resources/Payroll for the deadline