



Administrative Procedure

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Subject: PAYROLL SERVICES

1.0. PURPOSE:

To establish the policy and procedure for accessing payroll-related services available to University employees.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, excluding auxiliary organizations.

3.0. REFERENCES:

3.1. State Administrative Manual (SAM), Section 8595.

3.2. Cal State L.A. Administrative Procedures:

3.2.1. Subject: Absence and Attendance Reports

3.2.2. Subject: Compensation

3.2.3. Subject: Work Week Groups

4.0. POLICY:

4.1. Automatic Payroll Warrant Deposit--The University will, when requested by the employee, automatically deposit monthly payroll warrants (pay checks) for University employees to participating banks or the Cal State L.A. Federal Credit Union. The program does not include automatic deposit of special non-scheduled payments such as travel reimbursements, overtime payments, salary adjustments, etc. These warrants are issued directly to the employee. The following University employees are not eligible to participate in the program: student assistants, college work-study employees and hourly or "positive attendance" employees.

Approved:

Date:

Limitation of University Liability--While the transportation and delivery of warrants to participating member institutions is the responsibility of the University Police, the University will be held harmless once the warrant has been delivered to the bank or credit union. Warrants will continue to be deposited until discontinued by the employee, in writing, on form UPO 25.

Member Institutions--The institutions currently participating are listed in Section 5.2. A bank may become a member of the program when twenty-five (25) or more participating employees request the use of a local bank.

- 4.2. University Issued Pay--The University will issue a pay warrant from the revolving fund when an error or delay prohibits the regularly scheduled issuance of pay warrants by the State Controller's Office. The amount issued will approximate the employee's net pay.
- 4.3. Salary Advance--The department may approve and request on the employee's behalf, an emergency salary advance due to a personal hardship. The advanced amount, issued from the revolving fund, will not exceed sixty (60%) percent of the employee's expected gross pay, not to exceed the expected net pay. A maximum of three emergency salary advances are allowed within one year. The year will commence upon the date of the first emergency request.
- 4.4. Wage and Tax Statements--The State Controller's Office will report all earnings which were paid in a calendar year in the annual wage and tax statement, form W-2. Normally, this will include December through November pay periods. The University will distribute W-2 forms not later than January 31 of each year.

5.0. DEFINITIONS:

- 5.1. Automatic Payroll Warrant Deposit--The physical transfer of a printed warrant from the University Payroll Office to a member banking institution. Currently, there is no procedure for electronic transfer of funds to banking institutions from the State Controller's Office.
- 5.2. Banking Program Members--The following institutions participate in the automatic deposit program: Continental Bank (Alhambra); Bank of America; the California State University Federal Credit Union.

- 5.3 Personal Hardship--An emergency medical expense, emergency car repair, death in the family, or similar unforeseen expense that may occur. The decision of whether or not specific circumstances constitute a personal hardship should be evaluated by the department administrator on a case-by-case basis.
- 5.4 University Payroll Cut-off Date--The last day the State Controller's Office allows submittal of transactions to the Employment History data base or payroll system for a particular pay period prior to issuing a pay warrant.

6.0. RESPONSIBILITIES:

6.1. Employees will:

- 6.1.1. Request participation in the automatic warrant deposit program by completing the Payroll Warrant Deposit Authorization form, available in the University Accounting office (Appendix 8.1).
- 6.1.2. Request an emergency salary advance through the immediate supervisor to the department administrator.
- 6.1.3. After moving or changing marital status, promptly complete forms in the Office of Human Resource Management to ensure that University records accurately reflect current home address and number of tax exemptions.

6.2. Department Administrators will:

- 6.2.1. Review and may approve an employee's request for emergency salary advance due to personal hardship by memorandum to the University Payroll Office stating the reason, the amount and date needed.
- 6.2.2. Monitor the number of requests submitted by an employee and disapprove requests in excess of three in a year.

6.3. The University Payroll Office will:

- 6.3.1. Issue a University pay warrant from the revolving fund to an employee, whose State Controller's Office payroll warrant is not available on payday, within ten (10) working days.
- 6.3.2. Return requests for an emergency salary advance to the requesting department when the request fails to meet criteria of an emergency (see 5.3) or exceeds the limit of three within a year

- 6.3.3. Annually distribute W-2 forms, via the department attendance clerk, to active status employees and mail W-2 forms for student employees, separated and on-leave status employees to the address pre-printed on the W-2 statement.
- 6.4. The University Accounting Office will administer the automatic payroll warrant deposit program and promptly notify the affected participating banking institution when an employee joins or leaves the program.
- 6.5. The University Police will transport warrants to member institutions.
- 6.6. Human Resource Management will assist employees in understanding their deductions as shown on the pay warrant stub.
- 7.0. PROCEDURES:
 - 7.1. Payroll Warrant Deposit
 - 7.1.1. Employees will complete the Warrant Deposit Authorization, attach a copy of the bank or credit union deposit slip, and submit the forms to the University Accounting Office. A change or cancellation to the authorization must be submitted on the same form.
 - 7.1.2. Authorizations received by the University Accounting office on or before the 25th day of the month will be effective on the next established master payday. Authorizations received after the 25th day of the month become effective on the following master payday.
 - 7.1.3. The University Accounting Office will process the authorization forms and notify the employee and the department warrant distribution clerk, by memorandum, of the effective date of the employee's participation or cancellation.
 - 7.1.4. Member banking institutions will deposit warrants to the proper account and mail the employee's deposit receipt and statement of earnings to the employee.
 - 7.2. University Issued Pay
 - 7.2.1. The University Payroll Office will authorize payment from the revolving fund whenever administrative processing conditions prevent the issuance of the State Controllers warrant. Processing conditions may include late reporting of docks or garnishments, or a change in status which would result in an overpayment.

7.2.2. Student Assistant and Work-Study Students may receive payment from the revolving fund when either the University or the Controller's Office is responsible for a delay in payment. In cases where an off-campus Work Study agency is responsible for the delay, the agency, not the University, is responsible for issuing pay to the student from agency funds.

7.3. Emergency Salary Advances

7.3.1. Emergency salary advances due to personal hardship must be requested by confidential memorandum to the payroll supervisor from the department administrator. The memorandum must contain the reason(s) justifying why the employee should receive the advance.

7.3.2. Part-time Faculty Employees--Emergency advances are available upon a written recommendation from the dean of the school or other administrator of equivalent responsibility for a small number of special cases. The University is unable to routinely issue advance pay to part-time faculty during the first month of the academic quarter due to the heavy volume of appointments received after the Controller's Office cut-off date.

8.0. APPENDICES:

8.1. Automatic Payroll Warrant Deposit Program, UPO 25.