

## Biweekly Payroll

Biweekly payroll is all hourly (non exempt) staff

In Banner Self Service PM is the payroll identification code for the Biweekly Payroll.

**\*For those with both student and biweekly employees please check your payroll identification codes along with the pay period begin and end dates. That is the easiest way to identify the payroll to be approved.**

### PROCESSES

#### 1. No time entered into Banner Self Service

1. Employee must send email to approver/supervisor with each worked day with times in & out and total hours for the day.
  - \*DO NOT ADD TIME TO ANOTHER PAY PERIOD**
    - a. Example 10/1/08 9 a – 10a 1 hour
2. Supervisor/approver then forwards email to Payroll.
  - a. Employee will NOT be paid for those hours till the next biweekly pay date, example 10/19-11/1/08 pay period original pay date is 11/7/08, the hourly employee will receive payment on 11/21/08.
    - \*NO EXCEPTIONS**
3. Deadline to receive email information is by the original pay date (Friday)
  - a. Example employee is to be paid for 10/19-11/1/08 pay period on 11/7/08 due date for email verification is 11/7/08.

#### 2. Time Entered but employee didn't submit for Approval

1. Employee's time record is IN PROGRESS
2. Supervisor/Approver clicks on employee name
  - a. This can only be done the 2<sup>nd</sup> day of the month pay is to be received.
    - \*Banner Self Service identifies the pay period begin and end dates.**
3. Supervisor/Approver clicks on "Submit Button"
4. Supervisor/Approver determines if the time card is correct.
  - a. If correction is necessary, Supervisor/Approver clicks on "Change Time Record"
  - b. Records comments in Self Service for auditing and recorded keeping.
  - c. Notifies employee of changes.
    - i. This can only be done after time card is **submitted** by the approver/supervisor and before the final **approval**.
5. Supervisor/Approver then clicks approve.

### **3. Supervisor/Approver approves incorrect time record**

1. Supervisor/Approver notifies payroll and employee via email with date and time that is to be corrected and reason for error.

- a. Example 10/1/08 9a -10a – 1 hour (Stating please add or please remove)
- b. Deadline for corrections is approval deadline.

**\*SEE BIWEEKLY PAY CALENDAR**

### **4. Time entered on wrong position and/or no time should have been recorded**

1. Supervisor/Approver contacts employee
2. Employee should record time entered as the next step removes time entered
3. Employee then clicks restart button
4. Employee selects correct position and re-enters time or leaves time record with no hours

**Steps above must be done before submitted deadline. If done after deadline, Supervisor/Approver notifies Payroll via email with specific details for correction to be made. Deadline for this information to be received is by 12:00 pm Monday of the pay week.**

### **5. Employee working before/after dates available in Banner**

1. Supervisor/Approver notifies HR of correction
2. Supervisor/Approver notifies employee correction made
3. Employee records time entered as the next step removes time previously entered
4. Employee clicks on restart button
5. Employee re-enters time

**Steps above must be done before submitted deadline. If done after deadline, Supervisor/Approver notifies Payroll via email with specific details for correction to be made. Deadline for this information to be received is by 12:00 pm Monday of the pay week.**

### **6. Employee Submits time record before all time is entered**

1. Supervisor/Approver clicks return for correction
  - a. Remember the employee can only make changes from the beginning pay period to the submit date deadline, otherwise the supervisor/approver is responsible for making corrections then approving.

**\*DO NOT RETURN AFTER THE PAY PERIOD HAS ENDED**

2. Supervisor notifies employee that time record is returned
3. Employee continues to enter time until submit deadline

**7. Employee doesn't make corrections or submit time record that was returned for correction**

1. Supervisor/Approver contacts Payroll and employee via email, starting the applicable changes to be made
2. Payroll submits time record
3. Supervisor/Approver clicks change time/restart makes necessary adjustments
4. Supervisor/Approver clicks on approve

**DEADLINES**

**Employees have till 11:59 am on the Pay Period End Date to start and submit their time record.**

**Approvers/Supervisor approval deadline is by 12:00 pm, Mondays of the pay week. Please refer to Biweekly Pay Calendar for those dates as these dates vary due to holidays.**