MEHARRY MEDICAL COLLEGE **POLICIES**	 **Effective Date: June 15, 2006**
Interim Date: July 21, 2015	**Revised: July 1, 2015**
Approved by: James E. K. Hildreth, Ph.D., M.D. **President and Chief Executive Officer**	
Subject: Division of Finance - Policy on Payroll Processes	

PURPOSE:

Establish policies and procedures for day to day payroll operations, including, but not limited to processing of timesheets; processing of other departmental documentation and resolving discrepancies. Establish guidelines for processing of Human Resource forms/requests forwarded by Human Resources to Payroll, including personnel authorizations, employee deductions, terminations and W-4's.

DEFINITIONS:

Kronos – an automatic swipe system for use of non-exempt personnel to clock in.
SCT Banner – the computerized information system of the college.

PROCEDURE:

Meharry Medical College payroll is processed bi-weekly for disbursement on Friday. Non-exempt personnel time is processed through the Kronos swipe system. Exceptions are handled before the payroll cycle ends by the supervising entering into the Kronos system any changes. The supervisor enters into the Kronos system any sick leave, annual leave, bereavement, etc. The time is approved in the system by the supervisor before payroll can view the information and checks off in the system for each department. If payroll is already processed, the supervisor of the area notifies payroll to correct the time. The payroll department generates and distributes timesheets for exempt personnel for approval to all departments on Thursday, eight (8) days prior to disbursement date. All timesheets should be approved by department manager and/or division head and returned to the payroll department by 12:00pm on Friday, seven (7) days prior to campus wide disbursement date.

NEW HIRES

Human resources (HR) notifies the payroll department of all new hires (email from appropriate HR personnel is sufficient) and all approved personnel action forms (PAF) should are forwarded to payroll for a final verification, at least seven (7) days prior to disbursement date. (Non-pay date Friday by 12:00pm).

OTHER FORMS AND AUTHORIZATIONS

Other forms initiated in HR (W-4s and other authorizations) are forwarded to the payroll department as soon as possible. Copies are kept in both Human Resources and Payroll. Documents received in payroll seven (7) days (12:00pm deadline) prior to disbursement date are effective on the next payroll disbursement. If the forms are not received, the changes will not be reflected until the next disbursement date (approximately three (3) weeks). Any forms without the employee signature/authorization will be returned to HR to complete documentation.

TERMINATIONS

HR notifies payroll of any terminations immediately. Payroll terminates direct deposit, employee payroll deductions and makes copy of email and puts into the file. The file is closed as a "terminated file". The final employee's check goes to Human Resources for distribution.

MANUAL CHECKS

Any requests for processing outside of the normal cycle either comes from the HR office or the affected employee's manager depending on the type of adjustment or request. The payroll department will review the account and make the appropriate decision to adjust payroll when necessary. A manual check will be considered for discrepancies greater than eight (8) hours. Discrepancies less than eight hours will be processed on the next payroll. Each manual check request is reviewed on a case by case basis. Upon proper notification, payroll will enter data in SCT Banner system for calculation. A Request for Disbursement (RFD) is generated and approved by payroll (ensuring it ties to system). The RFD is forwarded to Accounts Payable, where the check is processed and forwarded to the cashier's office for employee pick up.

REPLACEMENT CHECKS

The employee must contact their supervisor about a lost or stolen check. The supervisor communicates with The Office of the Treasurer and provides the check number, date of check and the amount of the check. If the employee does not have the check number, they may call the payroll office to obtain that information. The employee will need to contact the Office of the Treasurer with the information in order to get the check replaced. The Office of the Treasurer will investigate to make sure the check has not cleared the bank and then will put a stop payment on the check. The Office of the Treasurer will notify Payroll and then Payroll will then void the old check, re-issue the check to the employee and send the check to the Office of the Treasurer for disbursement.

UNCLAIMED PAYROLL CHECKS

The accounting department performs a monthly payroll bank reconciliation to determine if any checks are outstanding. Stale payroll checks (greater than 90 days) are logged and attempts are made by Human Resources to contact the employee via mail and/or phone in order to satisfy *Tennessee's Code Annotated Section 66-29-113* for Unclaimed property. If the check is outstanding for 365 days and all other appropriate action has been taken, it is released to the state of Tennessee as a part of the Unclaimed Property filing for the institution that is due by May 1st of the following calendar year.

REFERENCES:

Unclaimed Property Policy
Bank Reconciliation Policy