

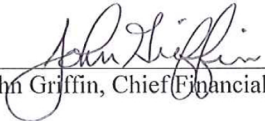
Procedure Number: AC003

Original Date: December 9, 2003

Revised Date: January 24, 2006

Revised Date: June 29, 2010

Revised: January 1, 2012



John Griffin, Chief Financial Officer

Title: Treatment of employees who are considered inactive if they have not received a paycheck in the previous 90 days. This is revised to be 180 days.

Statement:

This procedure is established to document the process whereby employees who have not received a payroll check in the preceding 180 days will be terminated from the payroll system. The University Corporation, (TUC), is currently using ADP for its semi-monthly payroll processing service. This procedure applies to all employees of TUC.

Purpose:

To provide TUC with a procedure for identifying and terminating employees who have not received a payroll check within the ADP payroll system in the previous 180 days and insure that the ADP database only contains active employees.

Procedure

1. Payroll Department personnel maintain payroll information for all TUC employees. TUC utilizes an outside payroll service, (ADP), for its semi-monthly payroll processing.
2. At least every two months, Payroll Department personnel will review the active master file to determine the last pay date for all TUC employees.
3. Payroll Department personnel will terminate employees in the payroll module who have not been paid in the last 180 days and run a report for Human Resources so they can also terminate them on the ADP Human Resources system.
4. Employees who are terminated after 180 days of inactivity who then return to work as a TUC employee will have to go through the new hire procedure in order to be reinstated on the ADP payroll system.