



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC034

Date: April 23, 2008
Revised: June 18, 2012


John Griffin, Chief Financial Officer

Title: Payroll Authorization Policy

I. Purpose

The purpose of this administrative policy is to establish guidelines and approval levels for payroll expenditures for The University Corporation. The policy covers the approval of payroll documents related to processing semi-monthly payroll via ADP.

II. Policy

Payroll attendance reports

Payroll for the Corporation's executive, accounting, food management and sponsored programs administrative staff is done on an exception basis. All absences are reported to the employee's supervisor via the Absence Report form. Employees sign the form and their direct supervisor approves the form and turns it into payroll for processing.

Hourly food service and maintenance employees who work in the units are required to record their time worked via the e-time time clock system. Reports are viewed daily for missing punches. Supervisors sign off on any corrections via the ADP e-time reports.

Employees who work for a sponsored program/grant are addressed within the policy and procedure specific to grant employees. This policy can be found on the sponsored programs website.

Update: August 2008

With the implementation of Enterprise E-time, the Corporation has replaced the time clocks with new clocks which contain biometric enhancements which insure that only the person registered with a specific employee number and thumb print can clock in and out. Supervisors and Managers in food service and maintenance units can verify employee punches via a web based ADP system. Supervisors and Managers must electronically approve each employee's electronic timecard in advance of payroll processing. Payroll then signs off on all eTime records.

Update: February 2009

TUC third floor staff has been migrated to Enterprise E-time. Non-exempt employees input their start time, lunch hour, and end time each day within the web-based software. Days off are also recorded within the employee's record, although paper absence request forms are still completed and given to the employee's direct supervisor for approval. The form is given to payroll. Exempt employees need only record their exception time within their Enterprise record. All supervisors and managers must approve

their employee's payroll record within Enterprise before payroll can be processed. Payroll then signs off on all e-Time records.