




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

Procedure Number: AC005

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Title: Procedure to document the duties and responsibilities of The University Corporation Human Resources and Payroll Departments concerning personnel and payroll.

Statement

This procedure is established to ensure the proper segregation of duties and responsibilities between Human Resources and Payroll Department personnel.

Purpose

To provide The University Corporation, (TUC), with a procedure that identifies and segregates the duties and responsibilities connected with entering and maintaining employee payroll information.

Procedure

TUC Payroll and Human Resources personnel are responsible for creating, maintaining, processing, and reporting payroll information for all TUC employees. This procedure will list the responsibilities and duties for each department.

Human Resources Department Responsibilities -

1. Establishes new employee information in the Automatic Data Processing (ADP), human resources system.
2. Maintains employee information on ADP system. Employee maintenance includes name changes, address changes, status changes, etc.
3. Enters all salary and wage changes. (The calculation of retroactive adjustments is done by the payroll department.)
4. Assigns and manages changes of fringe benefit rates.
5. Enters terminations.
6. Enters employee benefit deductions for insurance, flex spending and flex cash.
7. Processes electronic payment to benefit provider or sends bill to Accounting for payment. Reviews and audits invoices.
8. Provides audit assistance as required.
9. Coordinates the completion of employment verifications.
10. Maintains employee personnel/insurance files.

Payroll Department Responsibilities -

1. Inputs W-4 information and verifies all payroll tax deductions and associated tax returns produced by ADP.
2. Performs semi-monthly payroll-processing function.
3. Enters any social security number corrections.
4. Sets up direct deposit requests and notifies employees about accessing iPay statements.
5. Process all employee garnishments.
6. Creates standard reports from ADP system and any special reports as requested.
7. Runs reports for HR giving them the information necessary to know when an employee has met the eligibility requirements for enrollment in the retirement program.
8. Payroll inputs deductions related to 403(b) plans into ADP. Also enters parking deductions, cell phone, and tuition reimbursement amounts into ADP.
9. Distributes checks to respective department managers.
10. Inputs sick time and vacation monthly accrual rates and adjustments for JE upload to Peoplesoft. Runs quarterly reports and distributes to managers sick and vacation balances for their employees.
11. ADP prepares the report to upload to TIAA-Cref for retirement contributions within 2 business days after payday. Payroll prepares the JE to record the wire transfer into Peoplesoft.
12. Reconciles payroll information to the General Ledger.
13. Performs the reconciliation of annual employee W-2 data.
14. Maintains employee ADP payroll files.
15. Provides assistance for audits.

The ADP system administrator is the Accounting Manager. The system administrator establishes security levels and rights to each ADP module.