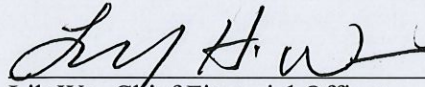




The University Corporation  
Research, Investments and Commercial Services California  
State University, Northridge

Procedure Number: AC003

Date: December 9, 2003  
Revised: October 12, 2022

  
Lih Wu, Chief Financial Officer

Title: Treatment of employees who are considered inactive if they have not received a paycheck in the previous 14 months. This revision is implemented at the request of PI's.

Statement:

This procedure is established to document the process whereby employees who have not received a payroll check in the preceding 14 months 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 14 months 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 14 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 electronic timekeeping module who have not been paid in the last 14 months 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 14 months of inactivity and 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.