



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

Procedure Number: AC004

Date: May 21, 2003

Revised: October 12, 2022


Lih Wu, Chief Financial Officer

Title: Payroll check distribution and new hire procedure for The University Corporation

Statement

This procedure is established to document the payroll check distribution and new hire process for The University Corporation, (TUC). This procedure applies to employees for all operations of TUC.

Purpose

To provide The University Corporation with a procedure for the distribution of payroll checks and the processing of new hire information.

Procedure

1. Payroll Department personnel maintain payroll information for all TUC employees. TUC utilizes an outside payroll service for its bi-monthly payroll processing.
2. HR personnel input new hire information into ADP (human resources and payroll system) and thus establish an employee master file. The information is forwarded to the Payroll Department, who in turn check to see that all information that is required for pay check creation has been obtained and is reflected in the ADP system.
3. ADP places sealed payroll checks and reports in a sealed container and ships them to TUC via a courier service. The container is received and signed for by the front desk staff, who then takes it to a Payroll technician. Payroll personnel open the container, put postage on the checks, and they are taken to the post-office by a payroll staff member.
4. The Payroll register and statistical summary are sent to the Associate Director of Accounting for review. The New Hire report and Changes to Employee Master File report are given to the Associate Director of HR for review.



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

5. The Payroll Manager reviews the Payroll Register before any check distribution. The Associate Director of HR also reviews and signs the new hire list.
6. The Payroll Department mails the payroll checks and direct deposit vouchers. Direct deposit vouchers are distributed in the same method as payroll checks and are mailed to those remote employees that have chosen direct deposit. All employees have the option of "going paperless" and accessing their pay information online through ADP's iPay Statements feature.
7. Monthly activity and labor distribution reports are distributed to Research and Sponsored Programs for information and verification.