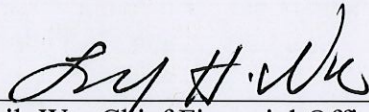




The University Corporation
Research, Investments and Commercial Services California
State University, Northridge

Procedure Number: AC034

Date: April 23, 2008
Revised: November 1, 2022


Lih Wu, 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

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: [Sponsored Programs \(Post-Award\) | California State University, Northridge \(csun.edu\)](http://Sponsored Programs (Post-Award) | California State University, Northridge (csun.edu))

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. 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.