

## Payroll Records

### 1019.1 PURPOSE AND SCOPE

Payroll records are submitted through the TimeClock system to Administration on a monthly basis for the payment of wages.

See 1020 Overtime Compensation policy for appropriate notation of overtime on TimeClock time entries.

Pay advices are now published online to Employee Self-Service. They are available to employees by signing into the University's Administrative Applications and Resources (AAR) website.

#### 1019.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages. TimeClock entries are the primary method to record and authorize regular hourly, overtime and special pay. It is essential that these entries be accurately completed by employees, approved by knowledgeable supervisors, adequately secured against fraudulent entry data, and that entries are submitted and approved by authorized personnel in a time appropriate manner in order to meet the Personnel/Payroll System time file deadline.

See 1020 Overtime Compensation policy for appropriate notation of overtime on TimeClock time entries.

#### 1019.1.2 TIME REQUIREMENTS

Salaried employees shall input their hours worked and leave taken on a weekly basis, by the end of their last shift of the week. Supervisors shall approve the prior week's hours by the following Wednesday (end of shift).

The absolute deadline for employees to submit their time entries and leave requests in TimeClock is the 5th of each month (for the prior month), and supervisors are required to approve time entries and leave requests by the 8th of each month, unless directed otherwise by the HR Liaison due to holidays or weekends. The HR Liaison must review all entries for appropriate overtime coding and compensatory time accruals by the 10th of each month.

Salaried personnel, including State Classified and Administrative Professional, will be paid on the last work day of each month for regular time worked during the month. Excess regular hours, shift differential and overtime (for eligible positions) will be paid the month following the work. State classified hourly personnel and other hourly employees should be reported and paid bi-weekly. Refer to Appendices 1 and 2 for the salaried and hourly payroll schedules.

<http://www.hrs.colostate.edu/policies/hrs-manual.html>

### 1019.2 POLICY

The Colorado State University Police Department maintains timely and accurate payroll records.

# Colorado State University Police Department

## Policy Manual

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#### **1019.3 RESPONSIBILITIES**

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

#### **1019.4 RECORDS**

The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).