

FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES

Area:	Policy and Procedure	Number:	
Subject:	Payroll Policy – eTime	Issued:	January 1, 2012
Applies To:	All Employees	Revised:	
Sources:	Financial Accounting / Payroll	Page(s):	1 of 3

Purpose

To inform all employees of the process and requirements for recording and approving work and leave time. ([Please also refer to Human Resources eTime Policy Number 2197.](#))

Introduction

The Payroll Office is part of the Office of Financial Accounting which reports to Financial and Business Services and is located in Deal Hall on Sweetheart Circle. The campus postal address is P.O. Box 8129, Statesboro, GA 30460.

eTime is the ADP provided automated time entry system used to record work and leave time.

The University System of Georgia (USG) contracts with ADP for payroll and leave processing for all System institutions. The Shared Services Center (SSC), a unit of USG housed in Sandersville, Georgia, manages day to day operations of the various ADP systems and coordinates with System institutions for processing payrolls.

- a) Payroll schedules are established system-wide; therefore, alternate payroll schedules are not available to individual institutions.
- b) The Payroll Office must meet SSC payroll processing deadlines to assure Georgia Southern employees are paid.

All employees have access to the ADP Self Service Portal at: <https://portal.adp.com/public/index.htm>

Policy

Employees are paid on either a biweekly or monthly schedule, depending on employee type. Please review the payroll schedule for each employee type at: <http://services.georgiasouthern.edu/payroll/payrollSchedule.htm>.

- Faculty – monthly
- Part-time Faculty - monthly
- Professional & Administrative – monthly
- Graduate Assistant - monthly
- Hourly Staff – biweekly
- Hourly Temporary employee – biweekly
- Professional Temporary employee - monthly
- Students – biweekly

The payroll schedule provides important dates for processing Personnel Actions as well as payroll deadlines.

New hires are paid on the first regularly scheduled payroll following hire in HR system. For this payment to be timely, all personnel action deadlines must be met.

Off cycle payrolls will not be allowed for missed deadlines.

For consistency in management, when completing the Hiring Proposal or [Personnel Action Form](#), best practice requires that the “Supervisor” and “Reports To” is the same individual. This individual should have first-hand knowledge of the assigned employee’s actual work and leave time to assure that approvals for time off requests, and final eTime time cards are accurate and valid.

“Reports-To”: The person/manager who approves time off taken for the particular employee.

“Supervisor”: The person who is responsible for direct management of employee and approving time worked.

- **Work Time Approvals ([Please also refer to Human Resources eTime Policy Number 2197](#))**

To meet audit requirements, time cards in eTime must be approved by the employee and the supervisor by the published deadlines for employee to be paid for that period. Employees and/or supervisors not approving time will be reported to their respective Dean/Director and asked to submit a hard copy timesheet for missed approved payrolls.

Monthly faculty and staff record only annual or sick leave used during the pay period, but not time worked. Since part-time faculty, temporary employees, and graduate assistants do not accrue leave time, this does not apply to those positions.

Bi-weekly staff record work time and annual or sick leave in the eTime system.

Bi-weekly staff and supervisor are required to approve time by 9 am, the Monday following the pay period.

Payroll schedules are available at: <http://services.georgiasouthern.edu/payroll/payrollSchedule.htm>

- **Annual and Sick Leave Approvals ([Please also refer to Human Resources eTime Policy Number 2197](#))**

eTime is used to request, record, and approve leave time for all employees except part-time faculty, temporary employees, and graduate assistants.

To request time off:

- Monthly faculty and staff use the procedure located at:
<http://jobs.georgiasouthern.edu/ADP/Files/Monthly/Requesting%20Leave%20and%20Time%20Off%20Monthly%20Employees.pdf>
- Bi-weekly staff use the procedure located at:
<http://jobs.georgiasouthern.edu/ADP/Files/Biweekly/Requesting%20Leave%20&%20Time%20Off%20Biweekly.pdf>

When requesting leave, it should not flow over a weekend as the weekend will be included. (For example, if staff wished to take Friday and the following Monday for a four day weekend, they would need to submit two separate requests for time off; one for Friday, and one for Monday.)

Monthly faculty/staff and supervisor are required to approve time by the 10th of the next month following the pay period.

If time off has been approved but is then not taken, it can be removed by following the procedure for canceling time off at the links provided above only if the time has not yet passed. If the approved days for time off have already passed, removal of the request requires completion of the [Pay Adjustment Request Form](#) found at: <http://services.georgiasouthern.edu/payroll/forms/PayAdjustmentRequest.pdf>. Forward completed form to the Payroll Office at Box 8129.

Please refer to the following grid for general payroll approval and time recording information:

Pay Group Description					Leave			ADP Self Service Portal and eTime Uses				
Pay Group	Definition	Pay Frequency	Pay Rate	General Ledger Account	Accrues Vacation	Accrues Sick	Eligible for Holiday	*ADP Self Service Portal	eTime	Record Time Worked in eTime	Record Leave Time in eTime	**Employee and Supervisor Must Approve Time Card
39A	Professional/Admin	Monthly	Monthly Salary	521100	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
39C	Temporary Staff (Casual Labor)	Biweekly	Hourly	525100	No	No	No	Yes	Yes	Yes	Yes	Yes
39F	10 Month Faculty	Monthly	Monthly Salary	511100	No	Yes	Yes	Yes	Yes	No	Yes	Yes
39G	Graduate Assistants	Monthly	Monthly Salary	523100	No	No	No	Yes	No	N/A	N/A	N/A
39H	Benefitted staff	Biweekly	Hourly	522100	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
39L	Temporary Salaried (Casual Labor)	Monthly	Monthly Salary	525100	No	No	No	Yes	No	N/A	N/A	N/A
39P	Part Time Faculty	Monthly	Monthly Salary	512100	No	No	No	Yes	No	N/A	N/A	N/A
39T	Student Assistants	Biweekly	Hourly	524100	No	No	No	Yes	Yes	Yes	Yes	Yes
39W	College Work Study	Biweekly	Hourly	723100	No	No	No	Yes	Yes	Yes	Yes	Yes
39Y	12 Month Faculty	Monthly	Monthly Salary	511100	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
*ADP Self Service Portal is a great source for Employee Information maintenance and Statements View Pay Statements, Update Payroll Direct Deposit Information, View Tax Withholding, View Deductions, Annual Statements (W2), View and Update Personal Information												
**Employee and Supervisor Must Approve Time Card - See Payroll Schedule Deadlines for Approval Due Dates http://services.georgiasouthern.edu/payroll/payrollSchedule.htm												

All employees except part time faculty, monthly temporary employees, and graduate assistants approve their own time card, followed by their supervisor's approval.

Vacation/Sick Leave Benefit Accrual

All administrative monthly and biweekly staff employed 30 hours or more are eligible to receive annual and sick leave.

Employees may view their leave balances by logging on to the ADP Self Service Portal at:

<https://portal.adp.com/public/index.htm>

- Vacation hours accrue up to 360 hours as of the end of the calendar year (December 31.) Unused vacation hours over 360 hours will be removed from employee's available pool of vacation hours as of December 31. Vacation hours are eligible to be used for Vacation Pay Out (VPO) when the employee separates from the University.

The Board of Regents Policy for VPO is available at:

http://www.usg.edu/policymanual/section8/policy/8.2_general_policies_for_all_personnel/

VPO is paid out in the pay period following the employee's separation. Any unpaid overpayments or benefit withholdings or other amounts owed the institution are reduced from the VPO.

VPO is paid from the same funding source as the employee's salary with the exception of grant funded positions. The University's Annual Leave Payout Policy is available at:

<http://www.georgiasouthern.edu/policies/> Budget planning may be required for employee's retiring with large vacation accruals.

- Sick leave accrues at 8 hours every month and will continue to accrue until employee separates from the University. Accumulated sick leave may be applied to years of service for retirement purposes for employees who participate in the State of Georgia's Teacher's Retirement System (TRS).