

INDIANA STATE UNIVERSITY

PAYROLL OFFICE

EXEMPT STAFF PAYROLL SUMMARY SHEET

Revised May 2020

This sheet is intended to summarize payroll policies and procedures for the Exempt Staff Payroll of Indiana State University and is provided for general information purposes only. For additional information, please contact the Payroll Office, 408 Rankin Hall, telephone (812) 237-3533, or visit our web site at www.indstate.edu/payroll.

PAY AUTHORIZATION

Faculty, executive/administrative/professional staff, as well as a select group of salaried student employees are paid on the Exempt Staff Payroll. For full-time faculty, executive/administrative/professional staff, and Exempt Staff student appointments, an Electronic Personnel Assignment Form (EPAF) is prepared. Faculty EPAFs are prepared by Academic Affairs and all others are prepared by Human Resources. Part-time and temporary faculty appointments are also authorized by the EPAF. These are the official authorizations to pay a salary, to change a salary or other pertinent information, or to terminate an appointment. Approvals may be found in People Admin 7 (PA 7) for any position posted and filled through that process or in Banner for EPAFs created outside the PA 7 process. The Exempt Staff Payroll also includes some one-time payments, which are authorized by properly endorsed One Time Pay Authorizations.

PAY PERIOD

Salaried employees are paid equal monthly increments of their annual salaries according to the term of appointment. The defined pay period for the Exempt Staff Payroll is the first day of the month through the last day of the month. However, the actual work period varies depending upon the position type. For purposes of salary adjustments, pay for executive/administrative/professional staff, faculty and residence hall staff are based on a five-day work week.

TIMEKEEPERS

Each department should designate a timekeeper, who is an employee serving as a point of contact for payroll reminders and special instructions. In departments receiving the Recap Time Sheets, duties will include assuring that the recaps are accurately posted, totaled, properly signed and submitted when due. A backup timekeeper should also be designated so that payroll reporting functions are still accomplished promptly in the event of the absence of the primary timekeeper. Timekeepers are authorized by the department head by completing the [Departmental Timekeeper Authorization](#) form. A list of departmental contacts and contact information is maintained in the Payroll Office for the purpose of efficient communication of special payroll events.

LEAVE REPORTING

Executive/administrative/professional staff and fiscal faculty are required to report use of benefit time through Banner Web Leave Reporting. The leave report must be submitted for approval by the 6th of every month for the prior month. Approval of all leave reports must be completed by the 10th of every month. Approvers are to designate a Proxy so that approval functions are still handled in the absence of the approver. Approvers are authorized by the department head by completing the [Banner Leave Reporting Authorization Form](#).

All benefits-eligible faculty and coaches utilize Recap Time Sheets for reporting leave taken during each pay period. Recap Time Sheets are emailed to departmental timekeepers on the day the Exempt Staff Payroll is released (usually the 1st of each month) and include pay period and leave-reporting period dates. They list all the benefits-eligible, exempt employees in the department and display the leave balances available for each employee. The designated timekeeper in each department is to post the use of benefit time or unpaid time on the Recap Time Sheet, using the appropriate columns. A comments column is provided for posting additional information such as termination date. Department totals should be entered on the last page of the Recap Time Sheets, and signed by the department head or departmental timekeeper designated by the department head. Properly completed recaps are due in the Payroll Office by 11:00 AM on the return date displayed at the top of the Recap Time Sheet. Special due dates and times may apply during months when holidays occur.

MONTHLY EMPLOYEE ROSTER

The monthly employee roster is sent via email to each department head and their designated proxy prior to the completion of the monthly payroll. The monthly employee roster lists all exempt employees authorized to work in a department during the pay period. The roster also displays the leave balances available to each employee. The department head or designated proxy is to notify the Exempt Staff Payroll Coordinator prior to the upcoming pay date of anyone on the roster who should not be receiving payment on the upcoming payroll or of anyone who has overused their leave balances.

ABSENCES and USE OF BENEFIT TIME

Faculty and staff are obligated to report any absences to the appropriate department head. Sick leave accrues with each pay for benefits-eligible employees paid on the Exempt Staff Payroll. Executive/administrative/professional staff also accrue vacation time and may use up to two days per fiscal year for approved community service leave. When necessary, the University provides employees with other benefit time, which includes funeral leave, jury duty, and military leave. Benefit time must be used to replace time not worked when benefit balances are available. Sick leave, funeral leave, jury duty, and military leave may be used only for reasons outlined in the [Policy Library](#). When sick leave is claimed in excess of the available balance, and a vacation balance exists, the Payroll Office will charge the vacation balance in order to remain in compliance with University policy. When available balances are exhausted, days missed will be unpaid, and a leave without pay should be processed by the department head. Department heads are responsible for the accuracy of reporting absences.

SIGNATURES

In the event the department head is unable to sign the Recap Time Sheet, the approval signature should be affixed by the authorized timekeeper, then submitted to the Payroll Office when due. All signatures must be in ink. Signature stamps are not acceptable.

HOLIDAYS

University-designated holidays are listed in the [Policy Library](#). Time off with pay for University-designated holidays will be granted to all benefits-eligible employees provided they have payable hours for the last workday before the holiday and for the first workday following the holiday. Employees who are required to work will receive pay according to the policies in the [Policy Library](#).

PAYROLL DEDUCTIONS

Deductions from pay are made when the Payroll Office receives the appropriate authorization. The employee will authorize voluntary deductions, such as health coverage, voluntary life insurance, vision insurance, and tax-deferred annuities. The employee may elect an option for some voluntary deductions to be made with pre-tax dollars. Information regarding available voluntary deductions may be obtained by contacting Employee Benefits. Involuntary deductions, such as child support, tax levies and garnishments, are ordered by a court or government agency and will be taken from each Exempt Staff pay with no exception.

PAYROLL TAXES

Deductions from pay are made on each pay cycle for federal, state, and county income tax withholding, and FICA (Social Security and Medicare) taxes. Employees should provide the Payroll Office with new withholding forms whenever a change in status occurs, such as a change in personal allowances, marital status, or a change in residence which may affect county income tax withholding. Tax withholding forms are available in the Payroll Office and on the Payroll web site at <https://www.indstate.edu/payroll/forms/employee-forms> or may be updated online through Employee Self-Service.

DIRECT DEPOSIT

Effective July 1, 2000, all newly hired employees are required to authorize electronic (ACH) direct deposit of their pay. All other employees are encouraged to take advantage of the benefits of ACH direct deposit. Employees must complete a Direct Deposit Authorization Form and provide a voided check or other appropriate document to verify account information. Direct Deposit Authorization Forms are available in the Payroll Office or on the Payroll web site at http://www.indstate.edu/payroll/docs/Direct_Deposit_Form.pdf. Direct Deposit may also be updated online through Employee Self-Service. Please be sure to notify the Payroll Office promptly and provide a new authorization when changing financial institutions or account numbers.

PAYROLL ISSUE DATES

All University payrolls are issued on regularly scheduled dates, which are posted on the Payroll web site at <https://www.indstate.edu/payroll/pay-dates>. Exempt Staff Payrolls are issued on the first of each month. If the first of the month is a weekend or holiday, pay is issued on the last work day before the weekend/holiday, except for January (always issued on the first work day after January 1) and July (always issued on the last work day in June). Employees utilizing ACH direct deposit receive an electronic notification of pay, sent to their University-designated email address, on the scheduled pay issue date.

TERMINATIONS

All terminations, whether voluntary or involuntary, should be coordinated through Human Resources and the appropriate vice president's office immediately upon notice of resignation. Prompt communication of termination dates is essential in order for the University to comply with final pay requirements and benefits administration. In most cases, the last day of work will become the effective termination date. The appropriate pay authorization indicating termination information must be submitted to the Payroll Office. Use the comments section of the Recap Time Sheet to confirm the last day worked and to indicate any additional use of benefit time past the end of the reporting period. When applicable, the final pay will include a payoff of unused vacation. Arrangements for the return of University property should be made prior to the final pay. According to Indiana statute, final pay may not be withheld.

Payroll Office

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(812)237-3533
FAX (812)237-8893
Web site:

www.indstate.edu/payroll

Exempt Staff Payroll Coordinator & Assistant Payroll Manager

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Employee Benefits

307 Rankin Hall
(812)237-4151
FAX (812)237-8084
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[Benefits](#)

Human Resources

307 Rankin Hall
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www.indstate.edu/humres