



***2014 Fall
Special Departmental
Representative Workshop***



Payroll Schedule

2015 Payroll Documents & Pay Schedule

2015 Payroll Documents & Pay Schedule							
Faculty, Adjunct, A&P, USPS, OPS & Graduate Assistants							
Bi-weekly Pay Period	1. Document Submission Deadlines			2. Time & Labor Repts Input	3. Time & Labor Repts and Approvers	4. Regular Pay Day	5. Late Documents and New Hire Pay Day
	President, Provost & VP's	Budget Office & Sponsored Research	HR Documents				
11/07/14-11/20/14	10/31/14	11/07/14	11/14/14	11/18/14	11/19/14	11/26/14*	12/12/14
11/21/14-12/04/14	11/14/14	11/21/14	11/26/14	12/03/14	12/04/14	12/12/14	12/24/14
12/05/14-12/18/14	11/21/14	11/26/14	12/05/14	12/12/14	12/15/14	12/24/14*	01/09/15
12/19/14-01/01/15	11/21/14	11/26/14	12/05/14	12/19/14	12/22/14	01/09/15	01/23/15
01/02/15-01/15/15	12/19/14	01/02/15	01/09/15	01/13/15	01/14/15	01/23/15	02/06/15
01/16/15-01/29/15	01/09/15	01/16/15	01/23/15	01/28/15	01/29/15	02/06/15	02/20/15
01/30/14-02/12/15	01/23/15	01/30/15	02/06/15	02/11/15	02/12/15	02/20/15	03/06/15
02/13/15-02/26/15	02/06/15	02/13/15	02/20/15	02/25/15	02/26/15	03/06/15	03/20/15
02/27/15-03/12/15	02/20/15	02/27/15	03/06/15	03/11/15	03/12/15	03/20/15	04/03/15
03/13/15-03/26/15	03/06/15	03/13/15	03/20/15	03/25/15	03/26/15	04/03/15	04/17/15
03/27/15-04/09/15	03/20/15	03/27/15	04/03/15	04/08/15	04/09/15	04/17/15	05/01/15
04/10/15-04/23/15	04/03/15	04/10/15	04/17/15	04/22/15	04/23/15	05/01/15	05/15/15
04/24/15-05/07/15	04/17/15	04/24/15	05/01/15	05/06/15	05/07/15	05/15/15	05/29/15
05/08/15-05/21/15	05/01/15	05/08/15	05/15/15	05/19/15	05/20/15	05/29/15	06/12/15
05/22/15-06/04/15	05/15/15	05/22/15	05/29/15	06/03/15	06/04/15	06/12/15	06/26/15
06/05/15-06/18/15	05/29/15	06/05/15	06/12/15	06/17/15	06/18/15	06/26/15	07/10/15
06/19/15-07/02/15	06/12/15	06/19/15	06/26/15	06/30/15	07/01/15	07/10/15	07/24/15
07/03/15-07/16/15	06/26/15	07/03/15	07/10/15	07/15/14	07/16/15	07/24/15	08/07/15
07/17/15-07/30/15	07/10/15	07/17/15	07/24/15	07/29/15	07/30/15	08/07/15	08/21/15
07/31/15-08/13/15	07/24/15	07/31/15	08/07/15	08/12/15	08/13/15	08/21/15	09/04/15
08/14/15-08/27/15	08/07/15	08/14/15	08/21/15	08/26/15	08/27/15	09/04/15	09/18/15
08/28/15-09/10/15	08/21/15	08/28/15	09/04/15	09/09/15	09/10/15	09/18/15	10/02/15
09/11/15-09/24/15	09/04/15	09/11/15	09/18/15	09/23/15	09/24/15	10/02/15	10/16/15
09/25/15-10/08/15	09/18/15	09/25/15	10/02/15	10/07/15	10/08/15	10/16/15	10/30/15
10/09/15-10/22/15	10/02/15	10/09/15	10/16/15	10/21/15	10/22/15	10/30/15	11/13/15
10/23/15-11/05/15	10/16/15	10/23/15	10/30/15	11/04/15	11/05/15	11/13/15	11/25/15
11/06/15-11/19/15	10/30/15	11/06/15	11/13/15	11/17/15	11/18/15	11/25/15*	12/11/15
11/20/15-12/03/15	11/13/15	11/20/15	11/27/15	12/02/15	12/03/15	12/11/15	12/24/15
12/04/15-12/17/15	11/25/15	12/04/15	12/11/15	12/14/15	12/15/15	12/24/15*	01/08/16
12/18/15-12/31/15	11/25/15	12/04/15	12/11/15	12/18/15	12/21/15	01/08/16	01/22/16
01/01/16-01/14/16	12/18/15	01/04/16	01/08/16	01/12/16	01/13/16	01/22/16	02/05/16
01/15/16-01/28/16	01/08/16	01/15/16	01/22/16	01/27/16	01/28/16	02/05/16	02/19/16

1. All completed employment contracts, payroll sign up documents and/or other relevant payroll documents are due in President, Provost, Vice President's Budget Office, Sponsored Research & Human Resources on this date.
 2. Time and Labor Repts must input time and leave used by 4:00 p.m. E.S.T. on this date.
 3. Time and Labor Repts must ensure that exceptions are cleared by 10:00 a.m. E.S.T. and Time Approver's must approve payable time by 2:30 p.m. E.S.T. on this date.
 4. This is the regular bi-weekly pay date.
 5. This is the pay date on which employee's with late documents submission and new hire's will be expected to be paid if employment begins on any day during the affected pay period.
Denotes anticipated early payroll processing period.
*** Indicator early pay day**



Salary/Wages

- Per Florida A&M University Regulation 10.104, Direct Deposit Program, all employees are required to participate in the direct deposit and/or electronic transfer of his or her net salary/wages into a financial institution.
- Employees who do not participate in the Direct Deposit program will receive a paper check. On pay day, employees may not pick up their paper check from the Controller's Office.



W-4 Reminders

W-4 Reminder

W-4 Exempt Status Expires February 17, 2015- For employees who claimed “Exempt” on their W-4 for 2014, **the exempt status will expire on February 17, 2015.** In order to maintain an exempt status, eligible employees must complete a new Form W-4 (2015). The 2015 form W-4 when released by the Internal Revenue Service, will be available on the Human Resources website by going to Forms, W-4 Employee’s Withholding Allowance Certificate.



W-4 Expiration Date

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.



W-2

Direct Deposit

➤ New Form

FAMU
Florida Agricultural and Mechanical University

Direct Deposit Authorization Form

Form Purpose: To start, change or stop direct deposit for payments received by you from Florida A&M University. Employees are limited to three direct deposit accounts. If you choose to have more than one account, you are required to complete this form for each account. Direct deposit can be managed by the employee through Self Service in the Banner PeopleSoft system or by completing this form and submitting it the Payroll Office. This form must be completed in its entirety and signed in order to be processed.

Employee ID or SSN	Employee Full Name
Date of Birth	Phone Number
Select Action Type	
Direct Deposit Action (Select One)	Account Type (Select One)
Distribution Type (Select One)	Amount/Percent (Type Here)
Account Number	ACH Routing Number

Please attach a voided check with your name printed on it. In lieu of a check, you may submit a bank issued or financial institution direct deposit form or written statement. Please do not provide a deposit slip as the routing number differs from the direct deposit routing number.

Agreement

I, the undersigned, hereby authorize and request Florida A&M University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit authorization will remain in effect until withdrawn by: (a) me, either in writing by submitting this form requesting a change; (b) my death or legal incapacity; (c) the financial institution; or (d) Florida A&M University. Direct deposit data is inactivated one year after separation of employment. Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to Florida A&M University and may cause a seven to ten day delay in receiving your funds. Florida A&M University is not liable for any incorrect information submitted by the employee on this form (e.g., account number, employee identification number etc.). It is the employer's responsibility to verify the deposit of his/her salary/wages prior to writing checks on accounts. My signature below signifies acceptance of the terms and conditions stated herein.

Signature _____ Date _____

Place voided check here



Cost Center Report

Purpose

The “Cost Center Report” is a tool to review employees in your area who are being paid. The report is run each bi-weekly pay period.

The report is a tool to determine if the paycheck amount and hours are correct and identify any potential payroll errors.

To ensure compliance with University Policies & Procedures.



Cost Center Report

Procedure

- Time and Labor and or Payroll Representatives should run and review the Cost Center Report every Wednesday morning before Payday. Please check the Cost Center report on Wednesday by 12 noon. By doing so, any irregularities can be identified and corrected prior to pay day.
- The Cost Center Report must be signed and dated by the Department Head/Director and/or PI as proof of payroll certification.
- **If there are discrepancies, immediately notify the Office of Human Resources at (850) 599-3611.**



Cost Center Report Example

Report ID: FAMPY026B
 Company: FAM Florida A&M University
 Pay Period End: 11/06/2014
 Certify Dept: 030300 Personnel
 Fund: 101
 Project:
 Business Unit: FAM01

PeopleSoft
 FAMU Cost Center Report-Certifying Department -

Page No. 1
 Run Date 11/12/2014
 Run Time 11:42:05

Cycle
 Selected Page: 1 to 9999

Employee Name	Employee ID	Pay Dept	Pos Nbr	Pay Grp	FTE	Type	Earnings	Hours	Total Earnings
Barnes, Krystal C		030300	40013007	OPS	0.60	OPS			
		030300	40013007	OPS	0.40	OPS			
Brooks, Lakeisha O.		030300	17005000	ADM	0.90	ANL			
		030300	17005000	ADM	0.10	ANL			
		030300	17005000	ADM	0.57	REG			
		030300	17005000	ADM	0.43	REG			
Davis III, Liston		030300	40011398	OPS	0.60	OPS			
		030300	40011398	OPS	0.40	OPS			
Dunn, Maletta		030300	19286000	ADM	0.59	REG			
		030300	19286000	ADM	0.41	REG			
		030300	19286000	ADM	0.68	SCK			
		030300	19286000	ADM	0.32	SCK			
Gaines, Lori Rollins		030300	17581000	USP	0.20	ANL			
		030300	17581000	USP	0.80	ANL			
		030300	17581000	USP	0.62	REG			
		030300	17581000	USP	0.38	REG			
		030300	17581000	USP	0.56	SCK			
		030300	17581000	USP	0.44	SCK			
George, Evelyn V		030300	19227000	ADM	0.60	REG			
		030300	19227000	ADM	0.40	REG			
		030300	19227000	ADM	0.60	SCK			
		030300	19227000	ADM	0.40	SCK			
Henry, Angela		030300	16788000	USP	0.49	ANL			
		030300	16788000	USP	0.51	ANL			
		030300	16788000	USP	0.61	REG			
		030300	16788000	USP	0.39	REG			
Holcombe, Drew D		030300	18427000	ADM	0.60	ANL			
		030300	18427000	ADM	0.40	ANL			
		030300	18427000	ADM	0.60	REG			
		030300	18427000	ADM	0.40	REG			
Howard, Lorenzo L		030300	17742000	ADM	0.60	REG			
		030300	17742000	ADM	0.40	REG			
		030300	17742000	ADM	0.60	SCK			
		030300	17742000	ADM	0.40	SCK			



Payroll Internal Controls/Monitoring

- Per Florida Agricultural and Mechanical University's Board of Trustees Policy Number 2001-19, the University expects that every operating unit will exercise the greatest of care in the prevention of unauthorized or improper expenditure of its funds.
- **Responsibilities**

Departments or work units are responsible for the prompt payment of employees through timely preparation and submission of complete, authorized appointment and payroll documents.



Payroll Internal Controls/Monitoring

Department or Work Unit Internal Controls

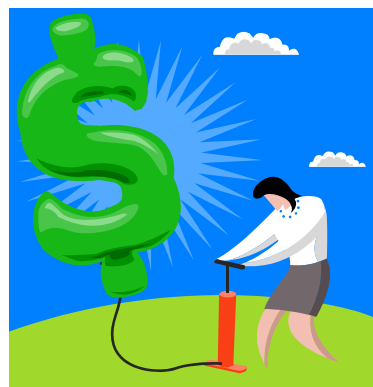
Departments or work units are responsible for maintaining adequate internal controls for processing their respective payrolls using federal and state laws and policies. This includes, but is not limited to:

- establishing an appropriate separation of duties in their payroll processing functions, to ensure that one individual is not responsible for recording, approving and reviewing payroll transactions;
- assuring that payroll entries are approved at the proper level, and that entries are verified for accuracy once they are processed;
- maintaining adequate backup documentation to support time worked, including employee absences due to vacation, sick, administrative or other leaves; and
- documenting overtime worked, if so applicable.



2015 Social Security Tax Wage Base

- In 2015, the Social Security Administration set the new wage base for the collection of Social Security taxes at \$118,500.
- This represents a wage base increase of \$1,500.00 from \$117,000.00 in 2014.





2015 Medicare Tax Wage Base

- In 2015, as in prior years, there is no limit to wages subject to Medicare tax. However, wages over \$200,000.00 in 2015 will be subject to an additional 0.9% Medicare tax that will only be withheld from an employees' wages.



Address Update for W-2

- Employees should verify home addresses in IRattler PeopleSoft by December 24, 2015.
- To view your employee address information, visit: Self-service, Personal Information, Home and Mailing Address.
- Update your address information as appropriate. Paper W-2's will be mailed to your mailing address as it appears in IRattler PeopleSoft, Self-Service.



2014 Holiday Time Entry

- Pay Period 11/07/2014-11/20/2014

Tuesday, November 18, 2014 on or before 3:00 pm EST– All leave and hours of work must be entered by employees and Time and Labor/Payroll Representatives.

Wednesday, November 19, 2014 on or before 12:00 noon EST – All leave and hours of work must be approved.

- Pay Period 12/05/2014-12/18/2014

Friday, December 12, 2014 on or before 3:00 pm EST– All leave and hours of work must be entered by employees and Time and Labor/Payroll Representatives.

Monday, December 15, 2014 on or before 12:00 noon EST – All leave and hours of work must be approved.



2014 Holiday Time Entry

- Pay Period 12/19/2014-01/01/2015

Friday, December 19, 2014 on or before 3:00 pm EST– All leave and hours of work must be entered by employees and Time and Labor/Payroll Representatives.

Monday, December 22, 2014 on or before 12:00 noon EST – All leave and hours of work must be approved.



OPS Time Reporting Codes

- Time Reporting Codes (TRC) have been added for OPS employees for the following circumstances:
 - OPS on approved Family and Medical Leave Act (FMLA)
 - OPS on approved Military Leave
 - OPS on approved Jury Duty
 - The new time reporting codes can only be coded by the Departmental Time & Labor Representative. Appropriate documentation must be submitted/approved prior to entering employee leave in either category above.



Chargeable Leave Chart

00-07 Min.	00 Min.	.00 Hours
08-22 Min.	15 Min.	.25 Hours
23-37 Min.	30 Min.	.50 Hours
38-52 Min.	45 Min.	.75 Hours
53-60 Min.	60 Min.	1.00 Hours



Compensatory Leave Usage & Payouts

- Eligible USPS employees who have accrued compensatory leave from July 1, 2014 to present and have a balance:
 - will need to utilize their compensatory leave by the end of the calendar year (December 31, 2014).
- OR**
- receive a payout of the accrued compensatory leave balance(s).

