

DUQUESNE UNIVERSITY
OFFICE OF HUMAN RESOURCE MANAGEMENT
(412) 396-6575

SCHEDULED
PAYROLL
AUTHORIZATION

Check appropriate box: **Base Pay** - New employee/change to current employee. Complete sections 1, 2, 3, 4, 5, 6a or 6b.
 Supplemental Salary - Salary/one-time stipend payments. Complete sections 1, 2 and 6a or 6b.

1	FROM	Name: _____ Department: _____	
		Date: _____ Pay Date: _____	
2	DATA	Employee: _____ Start Date: _____	
		Social Security No.: _____ End Date: _____	
3	ACTION	<input type="checkbox"/> Change <input type="checkbox"/> New Hire <input type="checkbox"/> Termination	TERMINATION
			Last Day Worked: _____ Reason for termination: _____ Vacation Time Due: _____
4	STATUS	<input type="checkbox"/> Full-time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	WEEKLY HOURS
			<input type="checkbox"/> 40 hours <input type="checkbox"/> less than 35 hours <input type="checkbox"/> 35 hours Other # Hours: _____
5	JOB CLASS	<input type="checkbox"/> Administrative/Professional <input type="checkbox"/> Clerical/Secretarial <input type="checkbox"/> Student Employee: <input type="checkbox"/> Faculty <input type="checkbox"/> Communications Clerk <input type="checkbox"/> Full-time Undergraduate <input type="checkbox"/> Housekeeping/Maintenance <input type="checkbox"/> Security/Police <input type="checkbox"/> Part-time Undergraduate <input type="checkbox"/> Parking Attendants <input type="checkbox"/> Research/Graduate Asst. <input type="checkbox"/> Full-time Graduate <input type="checkbox"/> Part-time Graduate	
6	EARNINGS / POSITION	HOURLY	Job Title: _____
			Hourly Rate: _____
		SALARY / STIPEND	Earnings Amount: _____
			General Ledger Account(s): _____
		Position Budget Number (full-time positions only): _____	
		Job Title: _____	
		Contract Amount: _____	
		General Ledger Account(s): _____	
		Position Budget Number (full-time positions only): _____	

COMMENTS: _____

Dean/Senior Department Head/Authorizing Signature: _____ Date: _____

Vice President or President Authorizing Signature: _____ Date: _____

HRM Use	
Budget Authorization:	Fund Balance:
Data Processor:	Date:

General Procedures

The University administers a biweekly pay schedule within a fiscal calendar. The fiscal calendar begins July 1 each year. To initiate a pay item, an employing department authorizes a payment utilizing the "Scheduled Payroll Authorization Form." The completed form is to be presented to the Office of Human Resource Management in advance of a pay processing deadline. Lead time is necessary to establish and maintain an employee's personnel and pay records. Refer to the processing schedule published annually by the Office of Human Resource Management for specific dates.

The form is reviewed for appropriateness, funding and accuracy. In addition to the department's authorization to pay an employee, the employee needs to complete tax and employment forms with the Office of Human Resource Management. Insufficient funding and incomplete employment forms are likely to cause delays. Any items received after a deadline will be scheduled for the following pay period / pay date.

Form Instructions

Requesting Department Identify the individual initiating the request, employing department, date of the request and pay date in which the item is to commence.

Employee Data The employee name and social security number are mandatory items for data entry and auditing purposes. **Start Date** – for new employees the start date is their first day of employment. For changes to a current employee, the start date is the effective date of the change. **End Date** – an end date is to be identified when an employee's pay item is for a specified length of time, i.e. the fall semester, academic year, calendar year, or fiscal year.

Action Identify whether the action is to change a current employee or establish a new employee. Human Resources is to be notified in the event of a termination. The last day worked and the reason for separation are important data needed to finalize the personnel / payroll process. A few examples of reason for termination could include "personal", "academic commitments", and "assignment completed".

Status Check either full or part-time status. Also, check either permanent or temporary status. For hourly personnel, the number of hours per week is needed to assess proper funding. The numbers of hours are to be documented if the employee is working less than 35 hours per week.

Job Class Identify the classification of the employee.

Earnings/Position Section A – to be completed for hourly employees. List the job title, the hourly rate, the budget amount and the complete 13 digit general ledger account number. **Earnings Amount** – this is the amount of money set aside for the employee to earn during the specified period of time. For example, the employee is to be working 20 hours per week for 10 weeks at an hourly rate of 5.00 per hour. The budget amount allocated for this employee would be 1,000 (20 hrs. x 10 x 5.00). Changes to increase an hourly rate will affect the earnings potential. Typically, an increase in an hourly rate may also require an increase to the budget amount. Hours worked are to be reported to the Payroll Office. Initially, the department is to write the employee's name, social security number, rate of pay, account number and number of hours worked on the University Time Record.

Section B – to be completed for salaried / stipend employee or employee receiving a one-time payment. List the job title, contract amount and 13 digit general ledger account number. **Contract Amount** – the total amount to be paid for the specified period.

Authorizing Signatures The document must bear an authorizing signature as documented with the Office of Budget and Planning.

To the Employing Department

The Immigration Reform and Control Act requires employers to verify that job applicants are authorized to be employed in the United States and establishes civil and criminal penalties for knowingly hiring "unauthorized" aliens. To ensure compliance with Federal Laws individuals are required to complete an I-9 employment eligibility prior to the start of work. Prospective employees must be notified of this requirement.