

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to summarize the processing of the College payroll at the Payroll Office and to designate the responsible areas in the process.

Procedure

- A. The Payroll Office shall serve as a liaison between the campuses, the Office of Human Resources, the Budget Office and Information Technology (IT) in the coordination and processing of the payroll.
- B. Processing College Payrolls
 1. Non-Exempt and Part-Time employees are to submit their worked hours by reporting their time through the myFSCJ portal on a daily basis.
 2. The employee's supervisor shall validate and approve the recorded attendance of employees through the myFSCJ portal. If the employee is not paid due to erroneous actions, the resolution shall be expedited by the supervisor on behalf of the employee.
 3. In order for full-time instructors to be paid as substitutes, they will submit a substitute time sheet via paper form, specify the class taught, the class reference number and the employee's name for whom they are substituting. The time sheet will be submitted to the employee's supervisor and supervising administrator for approval. The time sheet will then be sent to the Payroll Office for processing.
 4. Schedules of Payroll dates shall be prepared by the Payroll Office for the next fiscal year prior to its start. The dates on these schedules supersede other arrangements. All time shall be reported by the employee and approved by the employee's supervisor by the established deadline, per the established schedules.
- C. Direct Deposit
 1. For all full-time and regular part-time employees hired on or after April 1, 2001, the College will automatically initiate direct deposit for payroll. Employees will be responsible for completing an Authorization Agreement for Direct Deposit through the myFSCJ portal, identifying the Financial Institution of choice to credit the net amount of the employee's payroll checks. It is the employee's responsibility to contact their financial institution to verify the first payroll deposit.



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2. If the bank account is closed by the employee, the College must be notified by the employee immediately. The employee will be required to complete a new Authorization Agreement, through the myFSCJ portal, identifying a new Financial Institution for future payroll deposits within five (5) working days of closing the previous account. Failure to notify the Payroll Office could result in a delay of receiving a replacement check.
3. The employee's direct deposit account designation should be set-up through the myFSCJ portal prior to the due date of the pay period for the employee's first (1st) check and must be kept current during the duration of the employee's employment with the College.

REFERENCES: F.S. 1001.64, 1001.65, 1010.11

Adopted Date: November 2, 1987

Revised Date: March 15, 2001, April 7, 2015, December 12, 2016