

## **Instructions for Completing Monthly Payroll Authorization Forms**

### **NON-TEACHING PAYROLL AUTHORIZATION**

#### **PART I – Completed by the Employee**

In addition to the information requested, the employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

A new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the hiring department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) W-4
- g) Campus Domain Account
- h) Direct Deposit with a voided check attached (*optional*)

All of the above forms can be found on the CCRI HR Forms page except for the BCI from the R.I. Attorney General's office. The employee can get a BCI form at the Attorney General's office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee's date of birth must also be presented.

#### **PART II – Completed by the Dean/Department Chair/Director**

Department heads are urged not to leave any sections blank, except "3. Position Control #:".

The Department Chair/Dean/Director is welcome to suggest an appropriate hourly rate for each type of monthly employee although the final rate determination is made by HR. A list of hourly rates is located on the HR Lecturer's Rates web page. Once the department head has completed his/her portion of the authorization, the original authorization should be forwarded to the Division Dean (if applicable) or Division Vice President.

A Monthly Payroll authorization is valid for one fiscal year (July 1 – June 30) at the longest. All authorizations end on or prior to June 30<sup>th</sup>. A few weeks prior to the end of the fiscal year, HR will forward forms to the Chair/Dean/Director to rehire the same employee, if desired, for the new fiscal year. The renewal process is both simpler and less time consuming.

#### **PART III – Approval Signatures as follows:**

1. Department Chair/Director
2. Dean (If applicable)
3. Divisional Vice President
4. Human Resources
5. Business Office

**PLEASE NOTE:**

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An employee cannot begin working until the authorization has received final approval and all related forms have been completed and received in HR.

Upon approval, the department chair / director will receive a signed copy of the authorization with a timecard attached; the employee and Payroll Department will receive a copy of the authorization form as well.

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**ADJUNCT FACULTY INFORMATION FORM**

**PART I - Completed by the Adjunct Faculty Member**

In addition to the information requested, the employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

A new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the Department Chair.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) W-4
- g) Direct Deposit with a voided check attached (*optional*)
- h) Campus Domain Account

All of the above forms can be found on the CCRI HR Forms web page except for the BCI from the R.I. Attorney General’s office. The employee can get a BCI form at the Attorney General’s office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee’s date of birth must also be presented.

**PART II – Completed by the Department Chair**

The Department Chair is urged to complete, sign and return the Information Sheet along with the employment forms (a-g) listed above to Human Resources.

**PLEASE NOTE:**

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An adjunct faculty’s course load cannot be entered into Banner until HR has received the Information Form and all related employment forms.

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## **NON CREDIT TEACHING AUTHORIZATION – (Center for Workforce and Community Education Use ONLY)**

### **PART I - Completed by the Employee**

In addition to the information requested, the employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

A new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) CCRI Criminal Background Check (BCI)
- c) R.I. Attorney General Criminal Background Check (BCI)
- d) Drug-Free Workplace
- e) Bar of Claims
- f) W-4
- g) Campus Domain Account
- h) Direct Deposit with a voided check attached (*optional*)

All of the above forms can be found on the CCRI HR Forms web page except for the BCI from the R.I. Attorney General's office. The employee can get a BCI form at the Attorney General's office located at 150 South Main St., Providence, RI 02903. The office is open from Monday through Friday between the hours of 8:30 am – 4:30 pm. A check or money order in the amount of \$5 made out to BCI is required at the time of the visit. A picture ID containing the employee's date of birth must also be presented.

### **PART II – Completed by the Dean/Director**

Department heads are urged not to leave any sections blank, except “5. Position Control #:”. Once the department director/dean has completed his/her portion of the authorization, the original authorization should be forwarded to the Division Director (if applicable) or Division Vice President. A copy of the authorization completed thus far should be attached to the employment forms submitted by the employee and forwarded to Human Resources.

A Monthly Payroll authorization is valid for one fiscal year (July 1 – June 30) at the longest. All authorizations end on or prior to June 30<sup>th</sup>. A few weeks prior to the end of the fiscal year, HR will forward forms to the Chair/Dean/Director to rehire the same employee, if desired, for the new fiscal year. The renewal process is both simpler and less time consuming.

### **PART III – Approval Signatures as follows:**

1. Department Chair/Director
2. Dean (If applicable)
3. Divisional Vice President
4. Human Resources
5. Business Office

**PLEASE NOTE:**

Please allow at least 2-3 weeks for everyone to have adequate time to obtain, approve and process all of the authorization paperwork.

Remember: An employee cannot begin working until the authorization has received final approval and all related forms have been completed.

Upon approval, the department chair / director will receive a signed copy of the authorization with a timecard attached; the employee and Payroll Department will receive a copy of the authorization form as well.

**HONORARIUM**

**PART I - Completed by the Employee**

In addition to the information requested, the employee is reminded to sign the form. Without the signature, the authorization cannot be processed.

A new employee also needs to complete the following forms and sign them in front of a CCRI witness from either the hiring department or HR. The forms along with the authorization should be submitted to the hiring department Dean/Department Chair/Director.

- a) I-9 (*copies of identification must be attached to this form*)
- b) Drug-Free Workplace
- c) Bar of Claims

**PART II – Completed by the Dean/Department Chair/Director**

Department head completes and retains the authorization form along with the employment forms (a-c) listed above until the special service/lecture/guest appearance commitment has been fulfilled.

**PART III – Approval Signatures as follows:**

- 1. Lecturer
- 2. Director/Chair/Dean
- 3. Business Office

After the Lecturer signs Part III of the Honorarium, the department head signs the form and forwards it and the employment forms to the Business Office where they are signed and forwarded to HR.

**Please Note:** An Honorarium is used to compensate a guest speaker, event participant or special lecturer for usually no more than two or three appearances over a discrete period of time. An honorarium recipient who returns in the same capacity the following fiscal year does not need to complete the employment forms (a-c) listed above. The Honorarium Payment form does, however, need to be completed for the honorarium to be processed.

## **SPECIAL MONTHLY PAYROLL AUTHORIZATION (Non-Hourly)**

### **Purpose:**

The Special Monthly Payroll Authorization (Non-Hourly) form, Form MPA30, is to be used to authorize reimbursement for specific work assignments over a period of time that do not involve regularly scheduled work hours or that do not lend themselves to hourly time reporting for other reasons, e.g., coaching sports teams or Academic Department Chairs' summer stipends. Form MPA30 will allow employees to be reimbursed in equal payments on the lecturers' payroll throughout the duration of their assignments without submitting monthly time reports.

Authorizing supervisors will have direct responsibility for monitoring the performance of the authorized work assignment and immediately reporting any change in employment status or failure to adequately perform job tasks to the Human Resources and Payroll Departments in order to prevent overpayments or erroneous payments.

### **Procedures:**

Any questions regarding completion of the form should be addressed to the Human Resources Department.

### **Part I:**

The employment candidate is required to complete all information blocks and sign and date the form. If hired, the employee will not submit hourly time reporting.

### **Part II:**

The requesting supervisor is required to complete all information blocks and sign and date the form.

In addition, the supervisor must attach a brief description of the duties to be performed. The total amount of the employee's earnings will be paid in equal monthly installments in accordance with the installment payment schedule for the semester in which the work will occur.

Once the employee is hired, no further time reporting from the supervisor is required unless the employee's job status changes or the job performance is unsatisfactory- see **Purpose** above.

### **Part III:**

The Human Resources Department will complete.

### **Part IV:**

All applicable approvers must sign and date before the candidate can be hired and start work.