

HIRING MONTHLY PAYROLL FLOW CHART

Employee Completes Top Part of Monthly Payroll Authorization Form* as well as a W-4, I-9, Bar of Claims, Drug-Free Workplace, BCI forms, and Application
(All of these forms can be found on HR website)

**See "Instructions for Completing a Non-Teaching Monthly Payroll Authorization Form"*

Department Chair / Director completes Part 2 of Monthly Payroll Authorization Form*, signs, and forwards to Dean or Divisional VP for approval

Dean or Divisional VP signs authorization form and forwards it to Human Resources along with all other required forms

Human Resources (Melissa) checks rate of pay, accompanying forms for completeness and accuracy. Director of HR signs and forwards authorization form to the Business Office.

**Please plan accordingly ...
This approval process takes
2-3 weeks to complete.**

Individuals may NOT begin working without an approved authorization!

Business Office approves authorization form and forwards it to VP Business Affairs for approval.

VP Business Affairs approves authorization form and forwards it back to Human Resources for processing.

Copies of approved authorization form and hand-written 1st timesheet are sent to: Department Chair/Director
Copies of approval also sent to: Employee and Payroll Dept.

Timecard must be sent to Payroll Dept.
no later than the 1st of the month
to ensure that the employee gets paid in a timely manner