

HIRING MONTHLY PAYROLL FLOW CHART

Employee completes Part I of Monthly Payroll Authorization Form* as well as the following forms: W-4, I-9, Bar of Claims, Drug-Free Workplace, BCI (2), Campus Domain Account, Direct Deposit

Department Chair / Director completes Part II of authorization*, signs in Part III, and forwards to Dean or Divisional VP for approval

Dean and Divisional VP signs authorization and forwards to Human Resources along with all other accompanying forms

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

Business Office approves authorization form and forwards to Human Resources for processing.

Copies of approved authorization form and hand-written 1st timesheet are sent to Department Chair/Director. Copy of authorization is also sent to HR, Payroll, Business and the Employee

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

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

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

Individuals may NOT begin working without an approved authorization!