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# THE CATHOLIC UNIVERSITY OF AMERICA



## Finance Orientation

**October 20, 2009**

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# PAYROLL



# Who We Are - Payroll

- ❖ **Reggie Vieta, Director of Payroll** – [vieta@cua.edu](mailto:vieta@cua.edu) ; x5510
- ❖ **Jerome Williams, Senior Payroll Accountant** – [williajm@cua.edu](mailto:williajm@cua.edu) ; x5512
- ❖ **Jonathan Aaron, Payroll Analyst** – [aaron@cua.edu](mailto:aaron@cua.edu) ; x5512
- ❖ **Delantay Motte, Payroll Analyst** – [motte@cua.edu](mailto:motte@cua.edu) ; x5512
- ❖ **Ruth Webb, Administrative Assistant** – [webbr@cua.edu](mailto:webbr@cua.edu) ; x5512



# Payroll – Other Important Contacts

Questions About...	Contact
A specific paycheck	Payroll – x5512
Leave balances or leave reports	Payroll – x5512
Taxes withheld	Payroll – x5512
Timesheets (students or staff)	Payroll – x5512
Faculty contract or payment amount for faculty member	Catherine Sullivan, Asst. to Provost for Budget – x5798
Payment setup for students or staff	HR – x5050
Benefit deductions	HR – x5050
Hiring practices	HR – x5050



# Payroll – Pay Cycles

- ❖ Payroll is frozen three days before the payroll date (due to bank deadline for direct deposit file)
- ❖ Exempt payrolls on last business day of each month
  - Approved leave reports are due on 3<sup>rd</sup> business day after the end of each month
- ❖ Non-exempt payroll on 10<sup>th</sup> and 25<sup>th</sup> (or business day before) of each month
  - Approved timesheets are due to payroll as soon as pay period ends.
- ❖ Look out for condensed payroll deadlines in November and December due to holiday schedules



# Payroll – Other Deadlines and Off-Cycle Checks

- ❖ Hiring paperwork due two weeks before payment date
- ❖ Timesheets and hiring paperwork must be turned in by appropriate deadlines or employee may not be paid
- ❖ Off-cycle payroll checks are only cut for the following reasons \*:
  - Involuntary employment termination
  - Administrative Payroll or HR processing errors of a significant amount
  - Direct deposit errors
  - Salary advances
  - Lost or stolen checks

(\* Off-cycle processing will occur three days after payday.)



# Payroll – Vacation Leave Carryover Rules

- ❖ Exempt employees
  - April 30 – Cutoff to 21 days (one year) of vacation; Shows up in May paycheck
  - August 15 – Cutoff to 7 days of previous year’s vacation plus new fiscal year earned vacation (May to August accruals – another 7 days); Shows up in September paycheck
- ❖ Non-exempt employees
  - April 30– Cutoff to 21 days (30 days if hired before 1/1/94); Shows up in May 25 paycheck



# Payroll – Upcoming Projects

- ❖ Coming Soon...
  - Electronic W-2 viewing
  - Electronic paycheck viewing
  - Viewing tax and direct deposit data

