

HR and Payroll

Standard Operating Procedures

Purpose

The purpose of this Standard Operating Procedure is to have unified procedures for Human Resources (HR) and Payroll processes to be more effective and efficient in improving productivity.

GG-1 Request for Personnel Action

This document is used for various HR processes (i.e. request to hire, change of funding, transfers, salary adjustments, etc.) In the event of an increase of funding for positions, the GG-1 Form shall be certified by the accountant assigned to the respective fund and approved by the Controller.

Fund/Budget Changes

In the event that a budgeted position is moved from one organization to another, HR will provide supporting documents (i.e. approved memorandum) to notify the accountant in order to transfer budget.

Posting Personnel Actions

After funds are certified and approved by the President, HR staff shall post personnel actions in the integrated system and submit copies of the actions to the Payroll office no later than the Friday of the pay period ending. Payroll shall issue block out dates in special circumstances where documents shall be submitted to Payroll prior to the Friday of the pay period ending such as holidays, natural disasters, etc.

Special Check Payments

In special cases checks may be run outside of the payroll process. Special check payments shall be in accordance with the special pay form with the approval of the President.

Exception to this shall be Retirement, Termination, and/or Administrative correction with the approval of the Vice President, Finance and Administration.

Leave Sharing

Donor

GCC employees who are donating leave in the Leave Sharing Process shall submit the leave sharing form signed by the recipient to HR. HR shall have Payroll certify the leave balance and submit the form back

to the employee. Payroll shall deduct leave approved for donation on the date of certification. All unused leave shall be returned to the donor by payroll.

Recipient

Employees receiving leave in the leave sharing process must sit with the HR Specialist assigned to the Leave Sharing process for guidance in the procedures and to map out the leave availability. Employee shall sign their leave sharing document and have their donor sign and have their payroll certify the leave balances are sufficient to donate. Employee shall submit the leave sharing documents and all supporting documents (i.e. leave form, doctor's certification, etc.) to HR. HR shall have Payroll certify the leave balances prior to beginning the approval process. Only after the leave sharing documents are signed approved by the President will the leave share take into effect. If the leave is received from an employee of a different agency, HR shall submit copies of the leave sharing documents to the Department of Administration.

Benefit Deductions

HR shall process, input and provide copies of benefit deductions to Payroll no later than the Friday of the pay period ending. Payroll shall issue block out dates in special circumstances where documents shall be submitted to Payroll prior to the Friday of the pay period ending such as holidays, natural disasters, etc. Payroll shall provide HR with copies of voluntary deductions that require Payroll's entry. (i.e. AFLAC, Employees Association, 457, 403b, etc.)

Administrative Leave

Jury Duty

Payroll shall provide HR with copies of approved leave forms, excuses and schedule after Payroll is processed.

Military Leave (15 work days)

Payroll shall provide HR with copies of approved leave forms and orders before Payroll is processed. If the employee is close to completing the 15 working days of military leave, payroll shall notify HR to change the employee's status in the system (PDAEDN, PEAEMPL and NBAJOBS) to leave without pay with benefits. This will allow the system to calculate benefits to pay on the employee's behalf. The approved military leave for shall suffice as documentation for the change of status.

Parental Involvement (School Related) (4 hours every 2 pay periods per child)

Payroll shall provide HR with copies of approved leave forms and excuses after Payroll is processed.

Parental Leave (Maternity (30 work days) and Paternity (20 work days))


Employees receiving leave in the parental leave process must sit with the HR Specialist assigned to the process for guidance in the procedures and to map out the leave availability. Employee shall submit the leave form and all supporting documents (i.e. leave form, doctor's certification, etc.) to HR. HR shall have Payroll certify the leave balances prior to beginning the approval process. HR shall provide copies of calendar, original approved leave forms and supporting documents to Payroll no later than the Friday of the pay period ending. Payroll shall process the leave accordingly.

Garnishments

Payroll shall provide the original document for garnishments to HR. HR shall meet with the employee to give the employee the opportunity to clear the debt within 10 working days. If the employee does not clear the debt within the 10 working days, HR shall provide the garnishment documents to Payroll for processing by the Friday before the pay period ending.

Positive Working Relationships

HR & Payroll shall put forth positive efforts to resolve any issues within their divisions. All issues must first be addressed with the HR & Payroll Staff via the HR Administrator and the Controller before it brought to the attention to any other divisions.



Joann Waki Muna, SHRM-SCP, SPHR 7/3/18 Date
Human Resources Administrator
Human Resources Office



Edwin E. Limtuatco 7/3/18 Date
Controller
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 Lat 7/3/18

