



OLD DOMINION
UNIVERSITY

I D E A FUSION

Certificate in University Financial Management:

Payroll Textbook

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OVERVIEW:

The mission of the Payroll Office is to ensure that all employees of the University are paid timely and accurately while maintaining compliance with federal, state, and University regulations and policies. University departments must submit timely, correct, and complete information for payroll purposes.

Our hope is that this training will give you the tools needed to ensure accurate payment of compensation in addition to also providing a better understanding of the payroll process. Payroll is located on the second floor of Spong Hall.

OBJECTIVES:

- Provide a brief synopsis of how employees are paid
- Types of employees
- EPAFs
- Provide guidelines for Web Timesheet submission & completion
- Manual Timesheets (*including corrections to timesheets*)
- Discuss Deductions (*including benefits*)
- Discuss why timeliness is so important
- Discuss tracking wages
- Discuss W-2 Issues
- Provide resources for solving problems

IMPORTANT REMINDERS:

WAGE TIMESHEETS (Web Time Entry – WTE) are state records and any falsification is considered fraud and could be grounds for termination. Falsification includes, but is not limited to, the following:

- A. Misrepresenting hours worked
- B. Having an employee submit a web timesheet for approval before the hours have been physically worked
- C. Changing an employee's web timesheet without documenting the change in the comment section and informing the employee

Normally the web timesheet is submitted after all the hours are worked for the pay period and on or before the pay period deadline. When an employee submits a web timesheet to the approver, they are certifying that the hours worked are a true and accurate record of their time. When a supervisor approves a web timesheet, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the web timesheet.

EMPLOYMENT YEAR:

- Effective May 1, 2013 – all wage employees are limited to working no more than 29 hours per week on average between May 1-April 30 each year.
- Effective May 1, 2013, wage employee work hours must be counted on a twelve-month basis beginning May 1 –April 30. Wage anniversary dates are no longer relevant for the purpose of tracking the 1500-hour limit.
- Wage employees are limited to working 1500 hours per employment year (May 1 – April 30 each year)
- There are NO EXCEPTIONS to the 1500-hour limit.
- Immediate supervisors, or other office staff, who review and approve web timesheets are responsible for tallying wage employee work hours.
- Supervisors are responsible for monitoring hours worked and adjusting work schedules in order to comply with this mandate.
- The hours worked for other offices on campus must be included in the tally.
- Upon reaching the 1500-hour limit, the employee may not work again until the beginning of the employment year. The supervisor must send a letter to the wage employee which indicates no further work may be performed until the 365-day period is completed. A copy of this letter must be sent to the Department of Human Resources.
- It is the **employing department's responsibility** to maintain records of the employment year for each hourly wage employee.
 - Emails are sent to the supervisors of hourly wage employees on the 15th of the month stating the number of hours an hourly employee has worked toward the 1500-hour limit

Questions about the work hours limitation for hourly wage employees may be addressed to Pam Harris in the Department of Human Resources, 757-683-5131 or via email at pharris@odu.edu.

NOTE: The employment year for adjunct faculty is set by Academic Affairs.

OVERTIME SUB-ACCOUNT FOR HOURLY WAGE EMPLOYEES:

Hourly wage employees who work more than 40 hours in a **work week** (usually Sunday through Saturday), must be compensated at the overtime rate (time and one-half). The sub-account for hourly wage overtime pay is 4024.

OVERTIME SUB-ACCOUNT FOR CLASSIFIED EMPLOYEES:

The sub-account for classified employee overtime pay is 4004. *Overtime pay is available only to those employees eligible to receive overtime pay. Refer to the section on Overtime Pay.*

FREQUENTLY USED ACRONYMS:

E-1	Temporary Employment Data Form
E-1SG/E-1SU	Student Temporary Employment Data Form
EPAF	Electronic Personnel Action Form
FLAC	Faculty Load and Compensation
FTE	Full time equivalent
I-9	Certification for Employment Eligibility
W2	Wage and Tax Statement
W4	Employees Withholding Allowance Certificate (federal taxes)
VA4	Virginia Income Tax Withholding Exemption Certificate
Cardinal	Commonwealth's Accounting and Reporting System that replaced CARS.
1042S	Foreign Person's U.S. Source Income Subject to Withholding
WTE	Web Time Entry

HUMAN RESOURCES/ACADEMIC AFFAIRS RESPONSIBILITIES:

The first step in the payroll process is attaining payroll status. Human Resources & Academic Affairs plays a vital part in this process since the initial set-up of employee records is done in their office at the beginning of the hiring process. If an adjunct faculty member is hired, Academic Affairs is responsible for ensuring that all required documentation is provided to bring the new employee to payroll status. All international employees (including part-time and full-time faculty) must complete all I-9 hiring documents in the Visa & Immigration Service Advising (VISA) office. **All documentation must be sent to Human Resources/Academic Affairs BEFORE the employee begins work.** Please refer to the latest directory and contact information for Human Resources and Academic Affairs:

- Human Resources: <http://www.odu.edu/humanresources/directory>
- Academic Affairs: <https://www.odu.edu/acadaffairs/directory>

CLASSIFIED/AP FACULTY WITHOUT RANK:

The hiring process is completed in Human Resources, and the Banner employee record (including pay rate) is also set up by Human Resources. Payroll receives a notification that the record has been set up and giving the employee's start date. Payroll receives and inputs information from tax forms, benefit forms, and deduction forms. If tax forms are not received, the IRS requires the employer to set the status to single.

HOURLY WAGE EMPLOYEES (4021):

The **E-1 Temporary Employment Data Form (Hourly Staff)** hiring document is received by Human Resources after the recruiting or direct hire process is complete. Supervisors are advised as to the date the new employee may begin working. The information about the new employee is input into the Banner system, and the **E-1 Form** is maintained in Human Resources. Web Time Entry is used to initiate payment to hourly wage employees. Web Timesheets must be submitted and approved in accordance with the deadlines published in the Web Time Entry Training materials found on the Office of Finance website (<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/training>) and in accordance with the pay periods published in the Payroll Schedule. If the **E-1Form** is not received by Human Resources in a timely manner, a Web Timesheet will not be available to the employee, and the employee will be unable to enter hours on the web. The **EPAF (Electronic Personnel Action Forms)** process is mandatory for specific pay actions. *Refer to the section on Changes/Termination Procedures.*

The hiring documentation MUST be completed by the department, approved, and processed by Human Resources and Payroll BEFORE THE EMPLOYEE BEGINS WORK!

ADJUNCT FACULTY (4027):

The hiring process is completed in Human Resources, and the Banner employee record (including pay rate) is also setup by Academic Affairs. Information on appointing adjuncts and processing adjunct faculty payrolls is available from the following points of contact in Academic Affairs.

Prior to submitting the initial payroll for an adjunct faculty member (under the expenditure sub-object code 4027) the academic department hiring a part-time faculty member must request that the individual be appointed/reappointed as an adjunct faculty member at Old Dominion University. Without an appointment as an adjunct faculty member, a corresponding payroll document will not be processed by Academic Affairs. Adjunct faculty appointments must be approved by an academic department chair, college dean, and the Provost or their designees. Requests for adjunct faculty appointments are submitted using the Adjunct Faculty Approval & Employment Authorization Form. Payments to currently appointed adjunct faculty or full-time faculty on an overload basis must be submitted on **the Course Payroll Form (4027)** or payroll information must be submitted through the **Faculty Load and Compensation module** in self-service (*FLAC – refer to FLAC section*). Payroll forms are sent to the Academic Affairs after being signed by the department chair and college dean. Payroll information submitted in FLAC is sent to Academic Affairs for approval after records are approved by the dean or department chair. Adjunct faculty members are normally paid at a fixed TeachLoad rate based on their appointed academic rank. A TeachLoad for most credit courses is 3.0 but may be as high as 4.0 or 5.0 TeachLoad hours. Adjunct Faculty members are paid according to the start and end dates of the class they teach. Faculty members should be reminded to check with their departments for specific pay dates, but the default pay schedule is posted on their website every semester: <https://ww1.odu.edu/facultystaff/adjunct-faculty-pay/schedule>. Adjunct Faculty payments begin approximately five weeks after classes begin, provided the necessary forms have been received in the Office of Academic Affairs by established deadlines.

The Faculty Recruitment & Employment Specialist in Academic Affairs typically assigns the University Identification Number and sets up the initial adjunct employee record in Banner. Payroll forms are reviewed, audited, and processed by the Faculty Payroll & Audit Specialist in the Office of Academic Affairs. Academic Affairs provides copies of completed payrolls to the Payroll Office and originating academic departments for distribution to their adjunct faculty.

For additional information on adjunct faculty policy and procedures (including adjunct faculty payroll schedule and adjunct faculty pay rates), please refer to the Office of Academic Affairs website. <http://www.odu.edu/acadaffairs>

Mr. Diana Harris (683.5319) – Contact Diana for appointment information or current adjunct faculty status. You may also contact aafacultyemployment@odu.edu.

Ms. Teresa Mariner (683.3075) – Contact Teresa for the processing of adjunct faculty payroll (FLAC), Course Payroll Forms (4027s), Temporary Employment Forms (4031s) submitted to Academic Affairs, or changes to previously submitted payrolls. You may also contact aapayroll@odu.edu.

NON-INSTRUCTIONAL PART-TIME FACULTY (4031):

Human Resources (sub-account 4031) – When non-instructional faculty (4031) are hired by Budget Units outside Academic Affairs, Budget Unit Directors should contact Human Resources and use the **Non-Instructional Part-Time Faculty Temporary Employment Payroll Form (Excel)**. Academic Affairs departments will submit an **Academic Affairs Temporary Employment Data Form 4031 (PDF)** along with a memo describing the work to be completed and pay rate. These forms are located on the Academic Affairs website. AP Faculty who are being compensated on a **4031 Form** are being assigned to a secondary position and the supervisor of AP Faculty position would have to give written permission for the person to do the 4031 activity as this is joint employment. The written permission must be attached to the **4031 Form**.

TEMPORARY PAY FOR ADMINISTRATIVE AND PROFESSIONAL FACULTY (AP FACULTY) – A process has been implemented for administrative and professional faculty (AP Faculty) who are to be paid for temporary or interim duties. The **Request for Temporary Pay for Administrative and Professional Faculty (AP Faculty) -**

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/temp-pay-fac.pdf> - should be used to process temporary pay for special projects and additional duties. Compensation for additional duties outside the regular position description, duties performed for another department on campus, and duties outside of the regular work week should be processed via the **Temporary Pay Form for Administrative and Professional Faculty**. The **Request for Temporary Pay for**

Administrative and Professional Faculty Form is never used to compensate instructional faculty. Please contact Nadine Faulcon-Johnson, Director of Total Compensation and Staffing, 683.3067, if you have questions.

GENERAL HIRING INFORMATION:

If Human Resources or Academic Affairs did not handle the recruitment process, departments are responsible for ensuring that **all** hiring documents are completed, submitted, **and processed** - prior to the employee beginning work. (Ensure that you are using the most current copies of all forms – items marked with an asterisk (*) below are part of the *new employee forms packet* available from the Human Resources website.)

Departments are responsible for ensuring the following documentation is submitted before allowing a NEW employee to begin work.

1. **Appropriate Authorization Form for the Employee Type (hourly wage, adjunct faculty, overload pay, etc.)**
2. **Certification for Employment Eligibility (I-9) *** -- must be completed at the time an employee is hired. It's a Federal law. If an employee has already worked on campus, an I-9 may be on file. **AN EMPLOYEE WITHOUT AN I-9 FORM ON FILE IS NOT AUTHORIZED TO WORK.** The Federal penalty for non-compliance is \$250 to \$11,000 per violation. A violation is one individual employed on campus without an I-9 form on file. *Please refer to the Certification/Retention of I-9 Forms chart to see who is responsible for certifying I-9 forms for different employee types.*
3. **Child Support Disclosure *** -- required by Commonwealth of Virginia law.
4. **Policy Summary Acknowledgement *** -- required by Commonwealth of Virginia law and University Policy. This acknowledgement covers a Summary of Policy 1.05 (*Alcohol and Other Drugs – full copy available upon request from the Department of Human Resources*) and Policy 1.75 (*Use of Electronic Communications and Social Media*). These policies apply to all employees (including student hourly workers and graduate assistants).
5. **Selective Service Form *** -- required for all new male employees.
6. **Conflict of Interests/Dual Employment Reporting Form *** – This form is used to determine if a potential conflict of interest exists and is required for all new hires. **This is a requirement for all new hires.**
7. **Elected Official Disclosure Form *** – Required disclosure to determine employment eligibility for non-tenure track positions.
8. **Equal Opportunity Data Form *** – Required to determine compliance with State and Federal Equal Opportunity Laws and to meet the reporting requirements of these laws.
9. **Military Information Sheet** - Required form – contact Human Resources to obtain this form.
10. **Copy of the Social Security Card** -- The University is required to record your name and social security number **exactly** as it is shown on your social security card. It is the policy of the Department of Human Resources and Payroll to require all new employees to present their **signed** social security card **before an employee may begin work**. A copy of the **signed** card will be made for the employees' official personnel file. Employees will not be set up in an active payroll status until Human Resources receives a copy of the **signed** Social Security card. Please note that the card must be signed to be valid for I-9 or employment purposes.
11. **Direct Deposit of Pay Details * (REQUIRED)** – Direct Deposit of Pay is initiated online via LeoOnline using the Employee Portal. Access the Direct Deposit Information Link and enter your account and routing number information. **DIRECT DEPOSIT DETAILS REQUIRED FOR ALL NEW HIRES AND REHIRES.**
12. **Tax Forms** – Tax forms are submitted via the onboarding process for initial appointment. Changes to the W4 can be made via LeoOnline by accessing the Employee Tab and clicking the Taxes Tab. Changes to the VA-4 form must still be completed with a paper form.

ADDITIONAL HIRING FORMS REQUIRED (see list above): If a department hires an individual who has recently been employed at the University, the required documentation is already on file. Refer to the Changes/Termination Procedures Section. Many pay actions for hourly-wage employees required departments to complete EPAFs (Electronic Personnel Action Forms).

CERTIFICATION/RETENTION OF I-9 FORMS: Effective March 1, 2016

Per University Policy #6027, Employment Eligibility & Verification Policy:

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6027.pdf>

**Certification/Retention of I-9 Forms
Effective March 1, 2016**

- The Departments listed below are responsible for certifying I-9 forms and the retention/record maintenance of the forms for the following NON-INTERNATIONAL employee types:

<u>Employee Type</u>	<u>Certification</u>	<u>Retention/Record Maintenance</u>
▪ Faculty Administrators	Human Resources	Human Resources
▪ Full-time Teaching and Research Faculty	Academic Affairs	Human Resources
▪ Adjunct Faculty	Academic Affairs or departmental designee	Academic Affairs
▪ Academic Affairs Temporary Employment Staff	Academic Affairs or departmental designee	Academic Affairs
▪ Non-Instructional Part Time Faculty	Human Resources	Human Resources
▪ Classified and Hourly Staff	Human Resources	Human Resources
▪ Student Workers and Graduate Assistants	Student Employment or departmental designee	Student Employment

- Visa & Immigration Advising Services is responsible for certifying I-9 forms for **ALL** international faculty, staff and student employees. VISA retains the original I-9s and sends copies to the departments listed above for their assigned employee types for secondary retention/record maintenance.

**NOTE: Student Employment – E-1S Processing in Payroll*

THE IMPORTANCE OF POSITION NUMBERS:

Position numbers drive where the expenditures for gross wages and any social security taxes will be charged. Each department is assigned specific position numbers for part time position types (hourly wage positions, adjunct faculty, non-instructional part-time faculty, graduate student teaching and research assistants, work study students, etc.). Hiring paperwork submitted with incorrect position numbers will hold up processing of an employee's paycheck.

IMPORTANT: Please be sure to use the position number(s) assigned to your budget for the specific employee type. This is especially important if you have more than one budget. Position numbers are tied to budgets and are not interchangeable. Use of an incorrect position number could result in the employee being paid from the wrong budget.

Obtaining New Position Numbers – To obtain a **new** valid position number (4027 and 4031) for your department, please contact the University Budget Office at X3127. New hourly and full-time positions must be **established** through Human Resources.

Hourly Wage Employees – Sub-account 4021 - Position number prefix HRnnnn – charged to the specific budget code for the department and sub account 4021.

Adjunct Faculty (part-time) – Sub-account 4027 - Position number prefix PTnnnn – charged to the specific budget code for the department for sub account 4027.

Full Time Employee with additional adjunct position(s) – Sub-account 4027 - Position number prefix OTnnnn – charged to the specific budget code for the department for sub account 4027.

Non-Instructional Part-Time Faculty – Sub-account 4031 - Position number prefix AAnnnn – charged to the specific budget code for the department for sub account 4031.

Full-Time Employee with additional Non-Instructional Part-Time Faculty position(s) – Sub-account 4031 - Position number prefix OAnnnn – charged to the specific budget code for the department for sub account 4031.

GUIDE TO HIRING FORM COMPLETION:**HOURLY-WAGE EMPLOYEES (4021):**

When hiring **new** hourly wage staff, the department must submit a correctly completed **Temporary Employment Data Form (E-1)** at the conclusion of the hiring process. Please refer to the instructions for completing the **Temporary Employment Data Form (E-1)**. Please be sure to provide the name of the supervisor who will be approving work hours in Web Time Entry.

NOTE: The E-1 is used as the initial hiring form for **NEW** hourly employees subject to Web Time Entry. Other pay actions for hourly wage employees are handled via the **Electronic Personnel Action (EPAF) process (see section on Changes/Termination Procedures)**.

Supervisors will be advised as to the date the new employee may begin working. You can find the most current form on the Human Resources website in the forms directory (look under Employment forms).

Completing the Temporary Employment Data Form (E-1) - 4021	
Process:	Sections to Complete:
Hire new employees	Employee Data
	Position Number
	Authorization

Important I-9 Note: No department is authorized to process an I-9 for hourly wage employees. The I-9 form must be processed by Human Resources. All international employees (including part-time and fulltime faculty) must complete all I-9 hiring documents in the Visa and Immigration Service Advising Office (VISA).

I-9 Training is available on the 2nd and 3rd Tuesdays of each month – simply contact the Payroll Student Enrollment Departments.

E-1 Revised 05/16

Old Dominion University
E-1 Temporary Employment Data Form - Hourly Staff (4021)

Employee **must not** begin working until all employment forms have been approved by the Department of Human Resources. **Supervisors will be advised as to the date the new employee may begin working.** Supervisors are responsible for tracking work hours so that the employee does not work more than 1,500 hours over a twelve month period.

EMPLOYEE DATA:

Department:		Budget Code:		Position Number:	
Last Name:		First Name:		MI:	Social Security #:
Birthdate:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity:		
Citizenship: <input type="checkbox"/> US. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien			Veteran Status:		
If foreign born, indicate country of origin:			Veteran of Vietnam War era? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			Veteran of other war era? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			Disabled Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address/Street:		City:		State:	Zip:
					Home Phone:
Emergency Contact: Last Name:		First Name:		MI:	Phone Number:
Emergency Address: Street:		City:		State:	Zip:
Department Campus Address: Building:				Room #:	Department Phone:
Joint Employment Verification: Is this person a current ODU employee in another capacity? ___ Yes ___ No If yes, type of employee: _____ If yes, attach approval for joint employment from current supervisor. (required) Does this person currently work for any other Commonwealth of Virginia Agency? ___ Yes ___ No If yes, agency name: _____ If yes, attach approval for outside employment from current supervisor. (required)					

POSITION DATA: (This section is to be used for hiring new employees.)

Position Title:		Begin Date:	
Hours per week: (Normal maximum allowed is 29)		Hourly pay rate: (attach justification if above pay band minimum)	
Name of supervisor (who will be approving work hours on web time entry):		Supervisor UIN #:	Supervisor Position #:

AUTHORIZATION:

Budget Unit Director: _____ Date: _____

Human Resources: _____ Date: _____

Human Resources Use Only:
 Previous Status: _____ I-9 received? ___ Yes ___ No SSN card received? ___ Yes ___ No Direct Deposit Form? ___ Yes ___ No
 Processed by: _____ Date: _____

CHANGES/TERMINATION PROCEDURES (EPAFs): You must adhere to the Payroll schedule for all submission deadlines, including EPAF pay actions.

ELECTRONIC PERSONNEL ACTION FORMS (EPAFs):

What is an EPAF? *Electronic Personnel Action Forms (EPAFs)* utilize existing functionality in Banner self-service (LeoOnline) and will replace the paper *E-1* and *E-1S Forms* for rehiring, rate changes, terminations and position changes as outlined below. These EPAFs will be submitted through self-service by the department and routed to the appropriate EPAF approver and onto Payroll or Human Resources for review and update of the Banner records. This electronic process will be faster and more efficient than the current paper process.

When do I use an EPAF? A paper *E-1* or *E-1S Form* is no longer needed for specific pay actions (*see below*) associated with hourly and student hourly employees subject to Web Time Entry. ***The EPAF process is mandatory for the following actions:***

- Rehiring a student hourly or hourly employee in the same position
- Rehiring a student hourly or hourly employee in a different position (whether in the initial hiring department or another department)
- Rate changes
- Terminating a student hourly or hourly employee job (person leaving a position)
- Terminating a student hourly or hourly employee (person leaving the University)

Hiring NEW hourly employees? The paper *E-1 Form* will still be needed for hiring new hourly wage employees.

How do I gain the access for EPAFs? To obtain the appropriate access for EPAFs (EPAF Originator, EPAF Approver, or EPAF Proxy), complete the ***Electronic Approval Access Form*** and submit it to the individual designated on the form: <http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf>

Documentation: Documentation, FAQs and Quick Reference Guides are available on the Department of Human Resources [EPAF](#) webpage.

Questions about EPAFs?

Information about Hourly Wage Employees

[Pam Harris](#), Human Resources, 757-683-5131

[Catherine Holland](#), Human Resources, 757-683-3660

[Dinh Tran-Nguyen](#), Human Resources, 757-683-4086

Information about Student Hourly Wage Employees, Stipend Students, Graduate Assistants

[Lisa Hecker](#), Payroll Compliance/Student Enrollment Supervisor, 757-683-3193

[Brenda Woodhouse](#), E-1S Processing, Payroll, 757-683-5399

[Joyce Thornton](#), E-1S Processing, Payroll, 757-683-6268

EPAF Actions (Approval Categories) – from the EPAF Quick Reference Guide

Students & Hourly-Wage Actions

Rate Change	This process is used to change a rate of pay of a currently hourly/student employee. A justification is required in the comment field for an hourly employee.
Rehire New Position	This process is to rehire an employee in a position they have not worked in before or in the last year. The employee has worked at ODU within the last year.
Rehire Same Position	This process is to rehire an employee in a position they have worked in the last year. The employee has worked at ODU within the last year.
Terminate Job Record	This process is to end the job of an employee. The employee stays active, but the job will not be.
Terminate Employee	This process is to terminate the employee at ODU. They will no longer be active in the system.

NOTE: Hourly processes are sent to Human Resources (Arlinda McGruder). Student processes are sent to Payroll (Brenda Woodhouse or Joyce Thornton). Work Student processes are handled by Career Development Services.

PAYROLL INSTRUCTIONS – ACADEMIC AFFAIRS:**Academic Affairs Adjunct Faculty (4027) & Non-Instructional Part-Time Faculty (4031)**

Each semester, the Associate Vice President for Academic Services distributes instructions for preparing overload and part-time faculty payrolls for the specific semester. (See previous section on *Adjunct Faculty and Non-Instructional Part-Time Faculty* for more details.) FLAC is the preferred method for processing payroll for instructional adjunct faculty. To obtain a current copy of the instructions and the appropriate forms to use and for FLAC questions, please contact Teresa Mariner at extension 683.3075 or via email at aapayroll@odu.edu.

FLAC (Faculty Load and Compensation):

FLAC (Faculty Load and Compensation) is the Banner module implemented to pay adjunct faculty for credit courses and full-time faculty teaching overload courses. This online process eliminates the need to complete the paper form. The FLAC module merges data from Banner Student and HR modules and is downloaded, creating a self-service application where compensation for faculty can be viewed and edited by departments and colleges. Records are locked (*approved*) before being uploaded back to Banner, creating the job records that drive the paycheck creation. Adjunct pay records are not available to Payroll until the day after Academic Affairs certifies the payroll records. For specific training information or current instructions on using FLAC, contact Teresa Mariner at 683.3075 or aapayroll@odu.edu.

Obtaining Access to the FLAC Processing Components:

Banner access is required for FLAC processing. You need both Banner access and access to the FLAC module in LeoOnline.

- **Already have Banner Access?** Supervisor reaches out to Academic Affairs requesting access to the **HRFLACSUPPORT security class**. Include in this request all the budget codes needed, including the codes for Off-Campus and Summer Session. Human Resources will approve and send to ITS Accounts.
- **Need Banner Access?** Complete an Account Request on [midas.odu.edu](https://www.odu.edu/midas) (directions here: <https://www.odu.edu/content/dam/odu/offices/occs/docs/midas-account-request.pdf>), obtaining proper approval. Be sure to mention **FLAC SUPPORT** for justification. Also be sure to put the required budget codes and select **HRFLACSUPPORT** as the Banner classification needed. This request will be automatically routed to Human Resources first, and upon approval Human Resources will send to ITS Accounts.

USE THE FOLLOWING FORMS WHEN DIRECTED BY ACADEMIC AFFAIRS AND PAYING NON-INSTRUCTIONAL FACULTY

- **Old Dominion University Adjunct Faculty Approval & Employment Authorization Form** - This form must be completed for all 4027 (wages, teaching part-time) employees for **appointment purposes** and must be submitted to Academic Affairs **BEFORE** requesting payment. Instructions related to the form are located on the back of the form.
 - <https://www.odu.edu/sites/default/files/documents/adjunct-appointment-form.pdf>
- **Old Dominion University Payroll Form for Adjunct Faculty and Faculty Overload Payments – (Credit and Noncredit Course)**- This form must be completed for all 4027 (wages, teaching part-time) employees who are teaching credit or noncredit courses to authorize payment. Instructions related to the form are located on the back of the form. Do not use old forms. **FLAC CORRECTION FORMS ARE USED FOR PAY CORRECTIONS. Contact Teresa Mariner for assistance.**
 - <https://www.odu.edu/sites/default/files/2022/documents/4027-course-payroll-81022.pdf>
- **Old Dominion University/Academic Affairs Non-Instructional Part-Time Faculty Authorization Form (sub-account 4031)** - This form must be completed to **authorize payment** for non-instructional part-time faculty for academic departments. Academic departments must submit this form **AND** the Temporary Employment Data Form available on the Academic Affairs website. These forms are submitted to Academic Affairs.
 - <https://www.odu.edu/sites/default/files/documents/4031-temporary-employment.pdf>

HIRING NON-ACADEMIC AFFAIRS Non-Instructional Part-Time Faculty:

Non-Academic Affairs departments hiring non-instructional part-time faculty must follow the instructions printed on the **Non-Instructional Part-Time Faculty Temporary Employment Payroll Form (Excel)**, which is available on the Human Resources website under Forms, Employment. This form is submitted to Human Resources.

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/4031-form.xls>

IMPORTANT I-9 NOTE: No department is authorized to process an I-9 for hourly wage employees. The I-9 form must be processed by Human Resources or Academic Affairs. All international employees (including part-time and full-time faculty) must complete all I-9 hiring documents in the Visa & Immigration Service Advising (VISA) office.

OLD DOMINION UNIVERSITY
INSTRUCTIONS FOR COMPLETING AND SUBMITTING

NON-INSTRUCTIONAL PART TIME FACULTY TEMPORARY EMPLOYMENT PAYROLL FORM (4031)

NOTE: TO BE EMPLOYED IN THIS CATEGORY, EMPLOYEE MUST MEET THE FOLLOWING CRITERIA:

1. Must be paid a minimum of \$455 per week (unless this is a secondary job for a full-time administrative or instructional/research faculty member)
2. Must have exempt level responsibilities (FLSA)
3. Effective 8/1/08, I-9s must be processed by Human Resources or Academic Affairs
4. More than one CONTINUING employee may be listed on the form – However, only ONE new employee may be listed on the form
5. **ACADEMIC AFFAIRS DEPARTMENTS MUST SUBMIT A MEMO WITH THE DUTIES DESCRIBED, PAY RATE, AND EMPLOYMENT DATES ALONG WITH A NON-INSTRUCTIONAL PART-TIME FACULTY AUTHORIZATION FORM TO ACADEMIC AFFAIRS – ACADEMIC AFFAIRS DEPARTMENTS SHOULD NOT USE THIS FORM**

Submit original of form, along with any necessary attachments, to Human Resources. A separate form must be submitted for each budget code. Please DO NOT submit these forms directly to Payroll.

Enter the following information: (Incomplete forms will be returned without processing.)

CONTACT: Name of Department contact person. (If questions arise about the form or the information contained on the form, this contact information is extremely important.)

PHONE EXT.: Phone extension of Department contact person.

DEPARTMENT NAME: Department Title.

CAMPUS ADDRESS: Building and Room Number of Department.

BUDGET CODE: Department Budget Code to which payroll should be charged.

MAIL DROP: Department Budget Code for delivery of paycheck/paystub.

POSITION NUMBER: Position number in which person will be employed. (Note: Position numbers must be approved and can be obtained by sending an email to Lynda Shirk (lshirk@odu.edu) in the Budget Office.

SOCIAL SECURITY #: Employee's Social Security Number (a copy of the social security card MUST be attached if this is a new employee)

NAME: Employee's Last Name, First Name and Middle initial.

ADDRESS: Employee's complete permanent address.

GENDER/RACE: Gender (Male/Female), Race (See chart on 4031 form).

BIRTHDATE: Employee's date of birth

I-9 AND OTHER HIRING PAPERWORK (for non-international employees):

The employee must be certified for Employment Eligibility. If no I-9 is on file, HR is responsible for completing and keeping an original I-9 on file with appropriate identification attached. Departments must ensure that the Child Support, Drug/Alcohol, Internet Policy, Direct Deposit details are submitted. The VA-4 and W-4 tax forms should be sent to Payroll.

All international employees (including part-time and full-time faculty) must complete all I-9 hiring documents in the Visa & Immigration Service Advising (VISA) office.

RATE: If hourly rate, enter rate here.

START/END DATE: Start and End dates of employment.

HRS: Number of hours employee will work.

FTE: Hours to be worked divided by 2,080 equals the FTE.

TOTAL \$ Total amount to be paid.

PAYDATE: Date employee to be paid. (month, day, year).

PLEASE CHECK ONE OF THE FOLLOWING: Consistent, Occasional, One-Time

ADMINISTRATIVE ASSIGNMENT: Complete description of assignment. **THIS IS REQUIRED.**

DEPARTMENT AUTHORIZED SIGNATURE: University Approved Signature

FREQUENTLY ASKED QUESTIONS (4027 and 4031):

1. What is the difference between 4031 and 4027?
 - ◆ 4031 is used for non-instructional, non-research services. It is also used for special payments for non-teaching, administrative non-clerical assignments.
 - ◆ 4027 is for Teaching and Research positions usually associated with a credit-producing course. Payrolls are processed via FLAC.
2. Who is paid in sub-account 4031?
 - ◆ **Academic Affairs** Non-Instructional Part-Time Faculty. Be sure to use the authorization form provided by Academic Affairs on their website a Memo.
 - ◆ **Non-Academic Affairs** Non-Instructional Part-Time Faculty. Be sure to use the form provided by Human Resources (Excel form).
3. Who is paid in sub-account 4027?
 - ◆ Summer session teaching, overload teaching, and evening sessions, and part-time teaching when the individual is not permanently employed.
4. What do I do for funding?
 - ◆ Departments are required to provide funding for all payroll expenses. You may submit a budget adjustment form to the Budget Office prior to, or with, your payroll form.
5. Where do I get **new** position numbers?
 - ◆ All payroll forms must contain position numbers. If you need *new* position numbers, obtain *new* position numbers prior to submitting your payroll forms. Please call Lynda Shirk-Williams in the Budget Office (3-3127) for this information. Hourly positions need to be established following established Human Resources procedures.

Position numbers drive where the expenditures for gross wages and any social security taxes will be charged. Each department is assigned specific position numbers for each non-permanent employee type. Using an incorrect position number could result in the wrong budget being charged for payroll expenditures.
6. How long will it take to process the payroll forms?
 - ◆ Like all other part-time employee payroll requests, ample time is needed to process the paperwork. Please refer to the current payroll schedule for cut-off dates. Academic Affairs provides deadlines to lock FLAC pay records.
7. How do I compute FTE?
 - ◆ 1 FTE is equivalent to a full-time employee working 2,080 hours in a calendar year. The formula for FTE for payroll purposes is: $\frac{\text{hours worked}}{2,080}$
 - ◆ *Example: If John Doe worked 45 hours during the 1/1/96-1/15/96 pay period, his FTE would be .022: $45/2080 = .022$*
8. Where do I send completed FLAC spreadsheets and hard copy 4031 forms?
 - ◆ Academic departments should send FLAC spreadsheets (after records are locked) and **appointment and payment authorization forms** (when applicable) to Academic Affairs. After review and processing, the **payment authorization forms** will be forwarded to Payroll.
 - ◆ Academic departments should send the original Academic Affairs Non-Instructional Part-Time Faculty Authorization Form and a Memo describing duties, pay rate, and employment schedule to Academic Affairs.
 - ◆ Non-academic departments should send the original of the Non-Instructional Part-Time Faculty Temporary Employment Payroll Form (4031) to Human Resources. After processing, Human Resources will make a copy and send the original form to Payroll.
 - ◆ Keep a copy of all forms for your files.
9. Do I need to send any other forms with these payroll forms?
 - ◆ W-4, VA-4, and Direct Deposit details must be submitted online for new employees. If these details are already on file, it is not necessary to submit new information, unless changes are required. *For anyone claiming "exempt" from withholding status, new W-4 and VA-4 forms must be submitted each year to maintain exempt status. All international employees (including part-time and full-time faculty) must complete all tax and direct deposit details online in the Visa & Immigration Service Advising (VISA) office.*
 - ◆ All required hiring forms must also be submitted to Human Resources or Academic Affairs if not already on file (see **General Hiring Information** for a list of required hiring documents). Also attach a photocopy of the **signed** Social Security card and one other form of identification.
10. Where do I get additional blank part-time payroll forms?
 - ◆ The **Non-Instructional Part-Time Faculty Temporary Employment Payroll Form** (4031) is available from the Human Resources webpage.
 - Academic Affairs forms are available on the Academic Affairs website or by emailing aapayroll@odu.edu.

MOVING AND RELOCATION INFORMATION – RELOCATION BONUS:

Newly hired full-time faculty and administrative professional employees who relocate from their former residence to a new residence may be issued a one-time relocation bonus, if deemed appropriate by the University President or designee. A **Relocation Bonus Agreement** will be included as part of the contract package and should be executed at the time of employment.

Also keep in mind – The Relocation Bonus will be paid ONLY after a contract is executed between the employee and ODU. The employee must remain employed by the University for a period of at least one year, otherwise may be liable for Bonus repayment including taxes. Bonus amounts should generally be limited to 15% or less of the starting salary offered, and are paid directly to the employee, reported as taxable income, and are subject to all tax liability at the time of payment. The Bonus may be paid as a one-time payment made within the first 30 days of employment or may be spread out over a number of pay periods within a 6-month timeframe.

To ensure that your new faculty/staff hires will receive the Relocation Bonus, contact the appropriate individual PRIOR to offering any Relocation Bonus amount:

- ◆ **Contact Skye Walker or Dan Zimmerman in Academic Affairs concerning teaching and research faculty bonus information – 683.4559 or aafacultyemployment@odu.edu.**

TAX FORMS:

Each employee is required to submit a W-4, Employee's Withholding Allowance Certificate, a VA-4, and an Employee's Virginia Income Tax Withholding Exemption Certificate. However, if the employee does not submit tax forms, **the IRS requires that taxes be withheld at Single.** Withholding forms (please be sure to use current year withholding forms) need to be submitted at the time of original hire and do not need to be submitted again unless there are changes **OR** the employee claims "exempt" from withholding. **Be sure to submit the current year's W-4/VA-4 Forms!** All international employees (including part-time and full-time faculty) must complete all tax forms in the Visa & Immigration Service Advising (VISA) office.

Failure to submit W-4 or VA-4: the Internal Revenue Service (IRS) requires Old Dominion University to withhold taxes at the highest rate, which Single or Married filing separately and made no other entries on Form W-4. Furthermore, Old Dominion University cannot repay any of the tax previously withheld. The Old Dominion University Payroll Office cannot change the tax withholding status of an employee until Payroll receives new tax withholding forms or corrected forms, whichever applies.

Incorrectly Completed Tax Forms: If incorrectly prepared or incomplete VA-4 or W-4 forms are received for processing, the Payroll Office will send the employee an email requesting corrected tax forms. Until corrected tax forms are received by the Payroll Office, the employee will be treated as if they had checked the box for Single or Married filing separately in Step 1(c) and made no entries in Step 2, Step 3, or Step 4 of the 2020 Form W-4. The withholding status will be changed only upon receipt of corrected forms by the Payroll Office.

Employee's Withholding Allowance Certificate (Form W-4) - Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If an employee does not submit tax forms, the IRS requires that taxes be withheld at Single or Married filing separately and made no other entries on Form W-4.

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

W-4 Completion - The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the W-4 (Employee's Withholding Allowance Certificate) for federal taxes:

Step 1:

- a. NAME and HOME ADDRESS
- b. SOCIAL SECURITY NUMBER
 - If your name does not match the name on your social security card, please contact the Social Security Administration at 1(800)772.1213 or visit their website at www.ssa.gov to ensure you get credit for your earnings.
- c. FILING STATUS

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See Page 2 of the W-4 Form for more information on each step.

Please Note:

- For Nonresident Alien (NRA) students, please write “Nonresident Alien” or “NRA” in the space below Step 4c.
- If claiming exempt from withholding, please write “EXEMPT” in the space below Step 4c.

Step 5:

- Once the form is filled out and complete, the student/employee must SIGN in ink and DATE in the space provided.

Employee’s Virginia Income Tax Withholding Exemption Certificate (Form VA-4) - Use this form to notify your employer whether you are subject to Virginia income tax withholding and how many exemptions you are allowed to claim. You must file this form with your employer when your employment begins. If you do not file this form, your employer must withhold Virginia income tax as if you had no exemptions.

<https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/assistantship/VA-4%20Form.pdf>

VA-4 Completion - The following information must be completed (PRINTED CLEARLY AND LEGIBLY IN INK) on the VA-4 (Employee's Virginia Income Tax Withholding Exemption Certificate) for state taxes:

1. SOCIAL SECURITY NUMBER
2. NAME
3. STREET ADDRESS
4. CITY, STATE, ZIP CODE
5. Complete the applicable lines (line 1a, 1b, 1c; line 2, line 3)
6. Line 1 - NUMBER OF EXEMPTIONS CLAIMED (**leave blank if claiming EXEMPT from withholding**) – line 1a is the total personal exemptions (line 4 of the personal exemption worksheet), line 1b is the subtotal of exemptions for age and blindness (line 7 of personal exemption worksheet), line 1c is the total exemptions (line 8 of the personal exemption worksheet)
7. Line 2 - ADDITIONAL WITHHOLDING REQUESTED (**leave blank if claiming EXEMPT from withholding**)
8. Line 3 - IF EXEMPT FROM VIRGINIA WITHHOLDING, CHECK THIS LINE
9. Line 4 – IF EXEMPT FROM VIRGINIA WITHHOLDING AS A MILITARY SPOUSE WHO MEETS THE CONDITIONS SET FORTH UNDER THE SERVICE MEMBER CIVIL RELIEF ACT, AS AMENDED BY THE MILITARY SPOUSES RESIDENCY RELIEF ACT – MUST ATTACH A COPY OF THE EMPLOYEE’S SPOUSAL MILITARY IDENTIFICATION CARD TO FORM VA-4.
10. SIGNATURE (IN INK)
11. DATE

i. NOTE: Advise employees that they should complete lines 1 and 2 **OR** line 3. Completing lines 1, 2, **AND** 3 or 4 will result in the form being returned for resubmission. Also, remind them that if they complete line 2 only, the form will be returned for resubmission because they did not provide the number of withholding allowances.

When to Submit Tax Forms

1. Original hire – submit withholding forms for all new hires
2. Withholding changes – submit new withholding forms if there are changes in withholding exemptions
3. Maintaining exempt status – submit new withholding forms each year.

The Payroll Office cannot give advice on what filing status to declare or the number of allowances to claim. Please consult your tax advisor or the IRS.

NON-RESIDENT ALIEN EMPLOYEES: Certain nonresident alien employees of the University may be exempt from FICA tax withholding based on Visa status. The VISA office (extension 3-4756) can help determine tax status and provide information on completing the necessary forms to take advantage of this benefit.

DIRECT DEPOSIT:

It is mandatory that first time employees (new hires and re-hires) be enrolled in direct deposit. All employees are required to participate in the University's direct deposit program. Direct deposit (also known as EFT, Electronic Funds Transfer) of payroll allows our employees to have their pay electronically deposited to their savings and/or checking accounts each payday. **NOTE: This process must be accessed by the employee via Midas credentials online to diminish fraud attempts at ODU!**

Exceptions may be allowed under certain "extraordinary" circumstances listed below.

Listed below are the Global Exceptions to the Direct Deposit Policy:

- Employees under the age of 18.
- Employees without a Social Security Number
- Federal Work Study employees
- Employees changing financial institutions
 - Employees changing financial institutions may receive a paycheck for two pay periods while establishing a new bank account.

SPECIAL NOTE: If the University is closed due to inclement weather on a scheduled pay day, checks will be distributed on the next workday.

To sign-up for direct deposit, the employee must complete the online direct deposit update process – instructions may be found here: <https://odu.edu/content/dam/odu/offices/finance-office/docs/direct-deposit-self-service-guide.pdf> – THESE DETAILS MUST BE SUBMITTED WITH REMAINING HIRING PACKET! Once these details are provided by the employee, Payroll staff will set up the next paycheck to electronically deposit to the bank and bank account number specified by the employee.

Reviewing Pay Information - Once the direct deposit transactions are active, employees can access payroll information approximately two days prior to payday through the Employee link in LeoOnline (also used for Web Time Entry). Direct Deposit stubs are not printed.

Changes to Direct Deposit - To change banking information or make other direct deposit changes, complete the update process online via the same methods referenced above. Updates go into immediate effect after they are submitted.

Break in service (i.e., when students do not work during the summer or when an hourly wage employee has reached 1500 hours in an employment year). When an employee has a break in service, the direct deposit remains active. When the employee returns to work, paychecks will automatically be processed through direct deposit to the bank and bank account of record. Any time there is a break in service, an employee should be reminded upon return to work to contact the Payroll Office to ensure that the bank account and bank routing information is still current. Upon return from the break in service and when pay recommences, direct deposit will also start again using the bank routing and bank account information previously authorized. Based on this previous authorization, funds will be transmitted to the bank and bank account of record in the payroll system. If this information has changed during the employee's break in service, pay may be transmitted to an incorrect bank or bank account and may delay pay. **When a full-time or hourly employee terminates employment, Direct Deposit is terminated after the last regular check or leave payout is processed.**

PAYROLL SCHEDULE:

The Payroll Schedule may be found on the Office of Finance website (<http://www.odu.edu/facultystaff/employee-services/compensation/payroll/schedule>). A new schedule is posted for each calendar year. The Payroll Schedule shows important information and deadlines:

- PR # = Reference number for payroll (crosswalk Banner charges with source documents)
- Employee type = hourly or salaried
- E-1S due in E-1S Processing/E-1due in HR – EPAF pay actions due
- PT faculty/salaried changes to AA/HR
- Approver deadlines
- Pay date

- Divided by quarters – crosses fiscal years
- Pay periods

Hourly Wage/Student Hourly employees (paid via submission of timesheet – refer to WTE Submission Schedule for timesheet due dates): **1st – 15th; 16th – last day of the month**

- Students = 4025, 4028, 4029
- Hourly = 4021
- Adjunct = 4027, 4031

Salaried (refer to WTE Submission Schedule for timesheet due dates): **10th – 24th; 25th – 9th**

- Classified, Faculty, Faculty Admin
- Students = 4022/4122, 4023/4123 only

**OLD DOMINION UNIVERSITY – PAYROLL SCHEDULE
FIRST QUARTER, ENDING MARCH 31, 2018**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
111	HRLY SAL	DEC 16-31 DEC 25 - JAN 09	DEC 12** DEC 19 G	DEC 08 DEC 12	DEC 12 DEC 19	JAN 03 JAN 10	JAN 16 JAN 16
112	HRLY SAL	JAN 01-15 JAN 10-24	DEC 15** JAN 05 G	DEC 13 DEC 20	DEC 15 JAN 05	JAN 16 JAN 25	FEB 01 FEB 01
121	HRLY SAL	JAN 16-31 JAN 25 - FEB 09	JAN 12** JAN 18 G	JAN 10 JAN 12	JAN 12 JAN 18	FEB 01 FEB 12	FEB 16 FEB 16
122	HRLY SAL	FEB 01-15 FEB 10-24	JAN 23** FEB 02 G	JAN 19 JAN 31	JAN 22 FEB 02	FEB 16 FEB 26	MAR 01 MAR 01
131	HRLY SAL	FEB 16-28 FEB 25-MAR 09	FEB 07** FEB 16 G	FEB 02 FEB 14	FEB 07 FEB 16	MAR 01 MAR 12	MAR 16 MAR 16
132	HRLY SAL	MAR 01-15 MAR 10-24	FEB 16** MAR 02 G	FEB 14 FEB 28	FEB 16 MAR 02	MAR 16 MAR 26	MAR 30 MAR 30

**OLD DOMINION UNIVERSITY – PAYROLL SCHEDULE
SECOND QUARTER, ENDING JUNE 30, 2018**

PR#	Emp Type	Pay Period	E-1's Due in HR/ E-1S= Due in E-1S Processing	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes DUE		WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
				To AA	To HR		
211	HRLY SAL	MAR 16 - MAR 31 MAR 25 - APR 09	MAR 07** MAR 15 G	MAR 02 MAR 13	MAR 07 MAR 15	APR 02 APR 10	APR 16 APR 16
212	HRLY SAL	APR 01 - APR 15 APR 10 - APR 24	MAR 16** MAR 30 G	MAR 15 MAR 28	MAR 16 MAR 30	APR 16 APR 25	MAY 01 MAY 01
221	HRLY SAL	APR 16 - APR 30 APR 25 - MAY 09	APR 05** APR 13 G	APR 03 APR 12	APR 05 APR 13	MAY 01 MAY 10	MAY 16 MAY 16
222	HRLY SAL	MAY 1 - MAY 15 MAY 10 - MAY 24	APR 20** MAY 02 G	APR 18 APR 27	APR 20 MAY 02	MAY 16 MAY 25	JUN 01 JUN 01
231	HRLY SAL	MAY 16 - MAY 31 MAY 25 - JUN 09	MAY 04** MAY 15 G	MAY 02 MAY 11	MAY 04 MAY 15	JUN 01 JUN 11	JUN 15 JUN 15
232	HRLY SAL	JUN 1 - JUN 15 JUN 10 - JUN 24	MAY 22** JUN 01 G	MAY 18 MAY 30	MAY 22 JUN 01	JUN 18 JUN 25	JUL 02 – FY18 JUL 02 – FY19

MANAGING THE PAYROLL PROCESS:

BANNER WEB TIME ENTRY (WTE):

The Banner Web Time and Leave Entry System is a web-based system designed to enable employees to submit hours worked and leave taken electronically, eliminating the paper submission of timesheets, time and attendance forms, leave activity forms, and leave reports. Old Dominion University follows a semi-monthly payroll schedule for paying all employees, including hourly types of employees.

EMPLOYEE DEADLINES - In order for an employee to be paid each pay period, it is critical that timesheets be submitted by the specified deadlines.

Hourly Wage/Student Hourly Employees – must submit timesheets to supervisors by 11:59pm on the last day worked in the pay period. REMINDER: Pay Periods for Hourly Wage/Student Hourly Employees = 1st – 15th (pay on the 1st); 16th – 31st or last day of the month (pay on the 16th)
Salaried (including Classified) Employees – must submit timesheets to supervisors by 11:59pm on the last day worked in the pay period. REMINDER: Pay Periods for Salaried Employees, including Classified Employees (and grad assistants for payroll periods) = 10th – 24th (pay on the 1st); 25th – 9th (pay on the 16th)

OVERTIME PAY

Non-exempt employees must physically work 40 hours during the specified work week to be eligible for overtime pay. If the pay period ends in the middle of the work week, the payroll system will add the hours from the work week in the previous pay period to the hours worked in the current pay period to determine if more than 40 hours were worked and automatically calculate the overtime pay. See instructions for entering additional hours worked for the specific employee type (hourly wage and classified non-exempt).

Overtime Leave Balances: Employees may not have an overtime leave balance in excess of 240 hours, unless the employee holds a non-exempt public safety position, in which case his or her overtime leave balance shall not exceed 480 hours. However, maintaining a maximum balance of 480 hours increases the agency’s liability. Employees whose overtime leave hours have reached the 240/480 hour limit must be compensated for the excess balance through the use of leave or the payment of leave hours until the overtime leave balance has been reduced to the allowable limit. **Overtime leave does not expire but is subject to the maximum accrued limits as described in this paragraph.** Supervisors are responsible for ensuring that an employee’s overtime leave balance does not exceed 240/480 hours, as applicable. **Requests to payout excess overtime should be submitted to the Budget Unit Director for approval and forwarded to Human Resources Staffing and Operations Manager by the supervisor.**

WTE SUBMISSION SCHEDULE:

The WTE Submission Schedule may be found on the Office of Finance website (<http://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/calendar>), and contains dates for timesheet submission only. Refer to the Payroll Schedule for deadlines for hiring paperwork/EPAF action submission deadlines. A new schedule is posted for each calendar year. The WTE Submission Schedule shows important information and deadlines:

- Pay ID (PT – Part Time; FT – Full Time)
- Payroll Number (crosswalk to the Payroll Schedule for other deadlines)
- Pay Periods
- WTE Employee Deadline for WTE Timesheet submission
- WTE Approver Deadline for WTE Timesheet approval
- Pay Date

OLD DOMINION UNIVERSITY
 Web Time Entry Submission Deadlines - CY 2018

(For Student Hourly and Regular Hourly - submitting Hours Worked)
 (For Classified - Exempt & Non-Exempt submitting Hours Worked and/or Leave Taken)

Pay ID	PR #	Description	Pay Periods	WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 a.m.	Pay Date	Notes
PT	111	Hourly - Part Time	12/16 - 12/31	01/02/18	01/03/18	01/16/18	
FT	111	Salaried - Full Time	12/25 - 01/09	01/09/18	01/10/18	01/16/18	
PT	112	Hourly - Part Time	01/01 - 01/15	01/15/18	01/16/18	02/01/18	
FT	112	Salaried - Full Time	01/10 - 01/24	01/24/18	01/25/18	02/01/18	

OLD DOMINION UNIVERSITY
 Leave Reports On Line Submission Deadlines - CY 2018

For All Faculty Required to Enter Leave Hours Taken through Leo-Online Self Service

Pay ID	PR #	Description	Pay Periods	Leave Rpts Employee Deadline to submit to Approver <1> 11:59 p.m.	Leave Rpts Approver Deadline to Approve <2> 10 a.m.	Pay Date	Notes
FT	111	Full Time Faculty	12/25 - 01/09	01/09/18	01/10/18	01/16/18	
FT	112	Full Time Faculty	01/10 - 01/24	01/24/18	01/25/18	02/01/18	

COMPLETING & SUBMITTING WEB TIMESHEETS:

Documentation & Quick Reference Guides & Videos for timesheet completion based on your job classification is available on the Office of Finance website under **Payroll: Web Time Entry** at the following link:

<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types#http://mesh.prod.odu.edu:4502/facultystaff/employee-services/compensation/payroll/web-time-entry/types>

HOURLY (4021): Hourly wage employees must complete a Web Timesheet containing the actual number of hours worked each day during the pay period. Enter all hours worked; when a full hour is not worked, the partial hour should be recorded in the Web Timesheet according to the reporting increments table – See *Reporting Increments section*. If more than 40 hours were worked in a work week, the system calculates overtime automatically. **No automatic paycheck can be issued unless the Web Timesheet is submitted via Web Time Entry. Web Timesheets must be submitted on the last day worked in the pay period OR no later than 11:59pm on the deadline shown on the WTE submission schedule.**

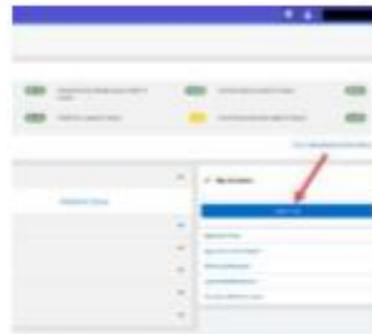
Quick Reference Guide: Quick Reference for Employee Self Service Time Entry: HOURLY & STUDENT HOURLY EMPLOYEES

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the *Enter LeoOnline News and Secure Area* link at the top of the page list, then scroll to the bottom of the page and click *Enter Secure Area*.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click *Employee*,



Then *Employee Self Service* to open the Employee Dashboard:

5. Once in the Employee Dashboard, select *Enter Time* (as highlighted below).



6. After selecting *Enter Time*, you will notice the next timesheet available for editing/entering. Users now have the option to view the timesheet by pay period or by the month. Users may also view prior pay periods.

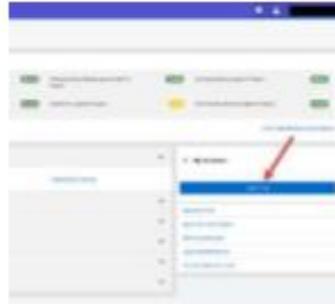
Quick Reference Guide:
Quick Reference for Employee Self Service Time Entry:
CLASSIFIED EXEMPT & CLASSIFIED NON EXEMPT EMPLOYEES

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the *Enter LeoOnline News and Secure Area* link at the top of the page list, then scroll to the bottom of the page and click *Enter Secure Area*.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click *Employee*,



Then *Employee Self Service* to open the Employee Dashboard:

5. Once in the Employee Dashboard, select *Enter Time* (as highlighted below).



6. After selecting *Enter Time*, you will notice the next timesheet available for editing/entering. Users now have the option to view the timesheet by pay period or by the month. Users may also view prior pay periods.

CLASSIFIED EXEMPT: Classified Exempt employees are responsible for recording leave time taken only (i.e., vacation or sick time or compensatory leave earned/taken) and compensatory leave earned via Web Time Entry. Classified exempt employees must submit a Web Time Sheet for every pay period. If no leave was taken and no compensatory leave was earned for a given pay period, classified exempt employees must open the time sheet for that pay period and enter “no leave taken” in the comment section of the time sheet and submit the time sheet for approval. when a full hour is not CLAIMED, the partial hour should be recorded in the Web Timesheet according to the reporting increments table – See *Reporting Increments* section. **Under no conditions will exempt employees receive time and one-half overtime pay or overtime leave. *Web Timesheets must be submitted on the last day worked in the pay period OR no later than 11:59pm on the deadline shown on the WTE submission schedule.***

Compensatory Leave Earned (CLE) - EXEMPT Employees: ALL EXEMPT University Employees are prohibited from earning compensatory leave with the following exceptions:

- Irrespective of the position held, compensatory leave may be credited when a holiday falls on a scheduled rest day or is not observed by the employee because all other employees in his or her unit are required to work on the holiday.
- In unusual situations where, at the specific direction of the supervisor, an exempt employee works exceptionally long hours to meet the requirements of a critical or emergency situation, supervisors may credit compensatory leave.
- **Compensatory leave earned will be authorized only when it is essential for the effective management of the University. It will not be used to accomplish normal operating duties.**

<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/classified-self-service-guide.pdf>

SUPERVISORS & PROXIES: If you supervise hourly, student hourly or classified employees, you or your proxy are **required** to approve timesheets EACH pay period. When approving web timesheets, please review **each individual timesheet** to ensure employees have entered the correct number of hours and the correct earnings and leave codes.

Quick Reference Guide:
Quick Reference for Employee Self Service Time Entry:
APPROVERS & PROXIES

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click **Employee**,

Main Menu

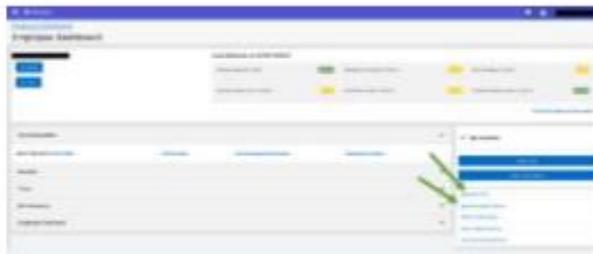
- Personal Information
- Employment Information
- My Profile
- My Time Sheet
- My Leave
- My Payroll
- My Reports
- My Settings
- My Account
- My Security
- My Help
- My Logout

Then **Employee Self Service** to open the Employee Dashboard:

Employee

- Time Sheet
- Class
- **Employee Self Service**
- My Reports

5. Once in the Employee Dashboard, select **Approve Time** or **Approve Leave Report** (as highlighted below).



The **Time Entry Approval Screen** shows a graph of the status of each timesheet or leave report you as an approver are responsible for approving. You may close the graph by clicking the arrow highlighted below.

Please Note: If acting as a **PROXY**, you can click **Proxy Super User** to access proxy accesses. To view reports of approvals required as a proxy, select **Reports**.

Deadlines - Timesheets must be approved and submitted to Payroll by 10:00am on the first business day after the pay period ends.

- **Hourly Wage/Student Hourly Employees (4021 – 4025, 4028, 4029)** – This typically will be 10:00am on the 16th or 1st.

- **Classified Employees (Exempt and Non-Exempt)** – This typically will be 10:00am on the 10th and the 25th.

- If these dates fall on a university holiday or weekend, timesheets will be due to Payroll by 10:00am on the next University workday.

A supervisor (approver) or a proxy can see an employee's timesheet, reported hours, and leave balances in Leo. The supervisor can view employee information via My Team in the dashboard.

Timesheets Returned for Correction/Timesheets Changed

- The Approver or Proxy must notify the employee when a timesheet is returned for correction. Speak directly with the employee or send him/her a brief email. The Approver or Proxy must notify the employee when he or she makes a change to the employee's timesheet, and the approver must document the changes in the comment section

of the time sheet and must verify all hours entered and ensure any necessary corrections are made prior to approving the timesheet.

<https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/approver-self-service-guide.pdf>

COMPLETING & SUBMITTING MANUAL TIMESHEETS:

Hourly Wage/Student Hourly (4021 – 4025, 4028, 4029): Manual Timesheet Forms must be completed in the following situations:

- **Late hiring paperwork (E-1 or E-1S)** - Should be accompanied by the **Manual Payroll Check Request Form** if you want the employee to be paid on the scheduled pay date.
- **Late WTE timesheet – Explanation required.**
 - Timesheets not started before the WTE approver deadline should be submitted to Payroll ASAP. Payroll staff will contact the department if a Manual Payroll Check Request is required.
 - Timesheets not submitted during the normal pay cycle should be submitted to Payroll immediately. A **Manual Payroll Check Request Form** must accompany the timesheet if you want the employee to be paid prior to the next scheduled pay date.
 - Timesheet not approved by supervisor/proxy – No Manual Timesheet required. No Manual Payroll Check Request Form required. Refer to *Late Timesheets in the Supervisors and Proxies* section for full information about late timesheets.
- **Correction to original submission made through Web Time Entry** - you must attach a copy of the original Web Time Entry Timesheet - **REQUIRED.**
 - Corrections to Web Time Entry submission should be made only after the approval deadline has passed, and the web timesheet has been submitted by the employee and approved by the approver.
 - The **Hourly Wage/Student Hourly Wage Employee Manual Timesheet** is available on the Office of Finance website under “Forms”: <http://www.odu.edu/finance/forms>
 - Complete personal, pay period, and departmental information requested on the timesheet.
 - Under the Work Hours section, enter only the corrected hours worked on the appropriate days.
 - In the section Reason for Manual Timesheet Submission, click “correction to original submission.”
 - In the Explanation field, give each date that was changed, added, or deleted and the number of hours.
 - Ensure that all appropriate signatures and dates are on the manual timesheet.
 - Attach a copy of the original Web Time Entry timesheet from LeoOnline to the Manual Timesheet.
 - Submit the information to Payroll as soon as the error is discovered.
- **Other reason – Explanation required.**

General instructions for completing and submitting a manual timesheet form: Manual forms are in Microsoft Excel format and include drop-down menus for pay periods and calendar year. **ALL** fields must be complete/correct including name, department, UIN, position number, and contact number. Documented reasons for use of a manual form are required. Signatures and dates are mandatory; submit the Manual Payroll Check Request when required. **To avoid processing delays - If the manual time sheet is submitted with a Manual Check Request form, both documents should be hand delivered to a Payroll staff member.**

Classified Non-Exempt: The Classified Non-Exempt Manual Timesheet must be completed for the following reasons:

- **To report Employee- Requested Leave Without**

The screenshot shows the 'Old Dominion University/Payroll - Manual Timesheet Form' in Excel. Key sections include:

- Employee Information:** Fields for Pay Period (Mar 16-31), Calendar Year (2007), Employee Name, UIN, Position #, Dept Budget, and Dept Phone.
- Work Hours:** A grid for the month of March (Days 16-31) with a Total Hours column.
- Reason for Submission:** A dropdown menu with a note: 'Enter the actual hours worked. Additional pay calculated automatically.'
- Reason for Manual Timesheet Form Submission - REQUIRED:** A section with radio buttons for 'Original timesheet never submitted because...', 'Correction to original submission (copy attached)', and 'Other Reason (please explain)'. A callout box says: 'Be sure to document the reason for using the manual timesheet - be sure to include the Manual Payroll Check Request Form.'
- CERTIFICATION AND APPROVAL:** A section with checkboxes for 'Employee', 'Immediate Supervisor', and 'Budget Unit Director'. A callout box says: 'Signatures and dates are REQUIRED.'

- **Pay for less than 14 days (LWOP) – REQUIRED**
- **To report Workers Compensation Leave Taken (WCL) - REQUIRED**
- **Late WTE Timesheet – Explanation required.**
 - **Timesheets not started before the WTE approver deadline should be submitted to Payroll ASAP.** Payroll staff will contact the department if a Manual Payroll Check Request is required.
 - **Timesheets not submitted during the normal pay cycle should be submitted to Payroll immediately.** A Manual Payroll Check Request must accompany the timesheet if you want the employee paid prior to the next scheduled pay date.
- **Timesheet not approved by supervisor/proxy.** No manual timesheet required. No Manual Payroll Check Request Form required. *Refer to Late Timesheets in the Supervisors and Proxies section* for full information about late timesheets.
- **Correction to original submission made through Web Time Entry.** You must attach a copy of the original Web Time Entry Timesheet - **REQUIRED**.
 - Corrections to Web Time Entry submission should be made only after the approval deadline has passed, and the web timesheet has been submitted by the employee and approved by the approver.
 - The Classified Non-Exempt Employee Manual Timesheet is available on the Office of Finance website under “Forms”: <http://www.odu.edu/finance/forms>
 - Complete personal, pay period, and departmental information requested on the timesheet.
 - Under the Pay Earnings section, enter only the corrected regular hours worked, Holiday observed, ODU official closing, additional hours worked for pay or leave on the appropriate days.
 - Under the Leave Taken/Used section, enter only the corrected hours of leave taken.
 - In the section Reason for Manual Timesheet Submission, click “correction to original submission.”
 - In the Explanation field, give each date that was changed, added, or deleted and the number of hours.
 - Ensure that all appropriate signatures and dates are on the manual timesheet.
 - Attach a copy of the original Web Time Entry timesheet from LeoOnline to the Manual Timesheet.
 - Submit the information to Payroll as soon as the error is discovered.
- **Other reason – Explanation required.**

General instructions for completing and submitting a manual timesheet form: Manual forms are in Microsoft Excel format and include drop-down menus for pay periods and calendar year. **ALL** fields must be complete/correct including name, department, UIN, position number, and contact number. Documented reasons for use of a manual form are required. Signatures and dates are mandatory; submit the Manual Payroll Check Request when required. **To avoid processing delays - If the manual time sheet is submitted with a Manual Check Request form, both documents should be hand delivered to a Payroll staff member.**

Classified Exempt: The Classified Exempt Manual Timesheet must be completed for the following reasons:

- **To report Employee-Requested Leave Without Pay for less than 14 days (LWOP) – REQUIRED**

- **To report Workers Compensation Leave Taken (WCL) - REQUIRED**
- **Late WTE Timesheet – Explanation required.**
 - **Timesheets not started before the WTE approver deadline should be submitted to Payroll ASAP.** Payroll staff will contact the department if a Manual Payroll Check Request is required.
 - **Timesheets not submitted during the normal pay cycle should be submitted to Payroll immediately.** A Manual Payroll Check Request must accompany the timesheet if you want the employee paid prior to the next scheduled pay date.
- **Timesheet not approved by supervisor/proxy.** No manual timesheet required. No Manual Payroll Check Request Form required. *Refer to Late Timesheets in the Supervisors and Proxies section for full information about late timesheets.*
- **Correction to original submission made through Web Time Entry.** You must attach a copy of the original Web Time Entry Timesheet - **REQUIRED.**
 - Corrections to Web Time Entry submission should be made only after the approval deadline has passed, and the web timesheet has been submitted by the employee and approved by the approver.
 - The Classified Non-Exempt Employee Manual Timesheet is available on the Office of Finance website under “Forms”: <http://www.odu.edu/finance/forms>
 - Complete personal, pay period, and departmental information requested on the timesheet.
 - Under the Pay Earnings section, enter only the corrected regular hours worked, Holiday observed, ODU official closing, additional hours worked for pay or leave on the appropriate days.
 - Under the Leave Taken/Used section, enter only the corrected hours of leave taken.
 - In the section Reason for Manual Timesheet Submission, click “correction to original submission.”
 - In the Explanation field, give each date that was changed, added, or deleted and the number of hours.
 - Ensure that all appropriate signatures and dates are on the manual timesheet.
 - Attach a copy of the original Web Time Entry timesheet from LeoOnline to the Manual Timesheet.
 - Submit the information to Payroll as soon as the error is discovered.
- **Other reason – Explanation required.**

General instructions for completing and submitting a manual timesheet form:

Manual forms are in Microsoft Excel format and include drop-down menus for pay periods and calendar year. **ALL** fields must be complete/correct including name, department, UIN, position number, and contact number. Documented reasons for use of a manual form are required. Signatures and dates are mandatory; submit the Manual Payroll Check Request when required. **To avoid processing delays - If the manual time sheet is submitted with a Manual Check Request form, both documents should be hand delivered to a Payroll staff member.**

The screenshot shows an Excel spreadsheet titled 'Classified Exempt Employees (submitted by pay period)'. It contains several sections:

- Employee Information:** Fields for Employee Name, UIN, Position #, Dept Budget, and Dept Phone.
- PAY EARNINGS:** A table with columns for dates (10-24) and rows for Comps/Leave Earned, Holiday Observed, and ODU Official Closing. A callout instructs to 'Enter Compensatory Leave earned, holiday observed, official closing.'
- LEAVE TAKEN/USED:** A table with columns for dates and rows for various leave types. A callout says 'Enter the leave taken, using the drop-down menus in each row or by typing the leave type into the field for corrections to a WTE timesheet or when the original WTE was not submitted.'
- Reason for Manual Timesheet Form Submission - REQUIRED:** A section with radio buttons for reasons like 'Original timesheet never submitted because (please explain)', 'Correction to original submission (copy attached)', 'Special leave code used', and 'Other Reason (please explain)'. A callout says 'Be sure to document the reason for using the manual timesheet.'
- CERTIFICATION AND APPROVAL:** Signature lines for Employee, Immediate Supervisor, and Budget Unit Director, each with a date field. A callout says 'Signatures and dates required.'

Web Time Entry Leave and Earnings Types – CLASSIFIED EMPLOYEES: To obtain information concerning leave policies please visit the Department of Human Resources website: <http://www.odu.edu/facultystaff/employee-services/employee-types/classified/leave>. The Office of Finance has published a list of **leave and earnings types** that should be used by classified employees **when they complete their web timesheets**. You can find that listing on the following page in this handout. It is also on the Web Time Entry webpage entitled *Submitting Timesheets & Leave Reports*: <http://www.odu.edu/facultystaff/employee-services/compensation/payroll/web-time-entry/types>

BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES FOR CLASSIFIED EMPLOYEES

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional hours worked - Leave	This leave type is used to record compensatory leave earned and overtime leave earned.	Classified Non-Exempt Employees – set up for leave
Additional hours worked – Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non-Exempt Employees - set up for Pay
Admin Civil and Work-Related Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non-Exempt Employees
Annual Leave Taken	This leave type is used to record paid vacation and other personal leave hours taken	Classified Exempt and Non-Exempt Employees
School Assistance and Volunteer Service Leave listed as Community Service Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non-Exempt Employees
Compensatory Leave Earned	This earnings type is used to record additional hours worked	Classified Exempt Employees ONLY- This leave expires one year after the date it is earned
Compensatory Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Compensatory Leave is earned	Classified Exempt and Non-Exempt Employees
Holiday Leave Earned	This leave type should be used when an employee's regular scheduled day off falls on a University Holiday – (Not Common for most employees)	Classified Non-Exempt Employees ONLY
Holiday Pay	This earnings type is used to record University paid holidays published by Human Resources	Classified Non-Exempt Employees ONLY
Military Leave Taken	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non-Exempt Employees
Overtime Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Overtime Leave is earned	Classified Non-Exempt Employees ONLY
Personal Family Leave Taken	This leave type is used to record paid absences due to personal and family reasons	Classified Exempt and Non-Exempt Employees in the VSDP Program only
Pre-Disciplinary Leave Taken	Please Contact Human Resources for guidance before using the leave code	Classified Exempt and Non-Exempt Employees
Recognition Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Recognition Leave is granted by your supervisor	Classified Exempt and Non-Exempt Employees – This leave expires 12 months after it is awarded if not used
Regular Pay	This earnings type should be used to record regular hours worked	Classified Non-Exempt Employees, Hourly Employees and Student Workers
Sick Family Leave Taken	This leave type is used to record paid absences from work for the purpose of caring for family members	Classified Exempt and Non-Exempt Employees in the Accrued Sick Leave Program ONLY
Sick Leave General	This leave type is used to record paid leave from work for personal health related reasons	Classified Exempt and Non-Exempt Employees
University Official Closing	This leave type is used to record University Closings due to inclement weather or emergencies	Classified Non-Exempt Employees ONLY

DESIGNATING A PROXY:

Supervisors are designated as the Approver in Banner. Supervisors are responsible for approving timesheets each pay period. In addition, supervisors are responsible for setting up Proxies who can approve timesheets in their absence.

- Approvers must set up at least one Proxy to approve timesheets in their absence.
 - A proxy assumes your approval power.
 - A proxy should be a full-time budgeted employee within your organization.
 - A proxy should be at a position level equal to or higher than your position.
- **Neither Human Resources nor the Payroll Office can set up a proxy for an approver.**
- **The proxy must have been issued the same security set-up (budget codes and Employee types) as the Approver in order to approve time or leave.**
- A proxy should **ONLY** approve time when requested to do so by the Primary Approver. Approvers must tell the Proxy which pay period(s) to approve.
- A proxy must never approve his/her own timesheet/leave report.
- No classified employee can approve leave for Administrative, Professional, or Instructional Faculty.
- An employee can be made a proxy for more than one approver.
- Approvers may add or delete Proxies at any time by using the Proxy Set-Up screen.

IMPORTANT REMINDERS:

- **Supervisory Changes** of any type must be communicated to the appropriate office immediately to ensure employees are paid on time. Failure to notify the appropriate office in a timely manner could result in employees not being able to access their timesheets or leave reports.
- **Supervisors Resigning** – HR (or E-1S Processing in the case of student employees) needs to know immediately who will be acting as the supervisor until a replacement is hired. **Proxy set-ups do not work when the Supervisor has terminated.**
- **New supervisors or new proxies** – must complete a **Computer Account Request Form** and indicate that they are a WTE Approver before they can act as an Approver in WTE; must be submitted to Human Resources who will approve the access and route the form to ITS for their action. Supervisors who do not have the proper security access jeopardize their employees' access to WTE and this could result in employees not being paid timely.
- **Access to WTE** – All new employees have access to LeoOnline and WTE as soon as their employee record is created by Human Resources or E-1S Processing. No computer account is required for employees to enter their time, only internet access.
- **Late Timesheets**
 - If the employee fails to start or submit a timesheet, a Manual Timesheet for the employee type is required. If the department wishes the employee to be paid as scheduled - must also submit the **Manual Paycheck Request Form (\$50 fee)**. If no **Manual Paycheck Request Form** submitted, employee will be paid on the next scheduled pay date.
 - If the supervisor fails to approve on time: No manual timesheet required; No Manual Paycheck Request Form required; The supervisor is contacted by Payroll to ensure the timesheet is correct and the employee is paid on current payroll.

MANUAL PAYCHECKS:

Employees should **NOT** begin work before all hiring paperwork is submitted and processed by Human Resources (or Payroll for students.) If correctly completed hiring paperwork is not submitted and approved by the published deadlines, no payroll record can be established, and employees cannot be paid. **No automatic manual paychecks will be processed due to late paperwork (including web timesheets);** however, since we are reluctant to penalize employees for administrative departmental errors, we have developed a process to request a manual payroll check. **There is a \$50 fee per check for processing the request.** When departments wish to request a manual check, the **Manual Payroll Check Request Form** must be completed in its entirety. When requesting a manual payroll check, the appropriate back-up documentation must be attached to the **Manual Payroll Check Request Form**. If the required back-up documentation is not attached, the **Manual Payroll Check Request Form** will be returned to the department without action. Please **email** these requests directly to any Payroll Processing Supervisor. Do not leave these forms at the Human Resources' Customer Services desk. The turnaround time for all manual payroll check requests is 24 hours. All manual checks are either mailed to the employee's address or picked up by the employee.

The preparation of manual checks is costly, time-consuming, and circumvents all of the benefits and control features of a computerized payroll system. Processing a manual check involves three departments in the Office of Finance (Payroll Office, Accounts Payable, and General Accounting). **No automatic manual paychecks will be processed due to late paperwork.**

MANUAL PAYROLL CHECK REQUEST

There is a \$50 per check charge for issuing a manual payroll check. Please provide the budget code and payment authorization signature in the spaces indicated below.

Date:	Budget Code:	Debit Sub-object code: 5701
Payment Authorized by: (print name)	Title:	Authorized Signature:
Department Name:	Department Contact Person:	Telephone Number:

PROVIDE THE FOLLOWING INFORMATION

Employee Name:	UIN:	Pay Period:
Amount:	Reason for Request (check one): <input type="checkbox"/> Late Paperwork <input type="checkbox"/> Financial Hardship <input type="checkbox"/> Other (please explain) Note: Attach a copy of source payroll document (manual timesheet, etc.)	

Justification for Request:

**DO NOT ENTER ANY INFORMATION BELOW THIS LINE
OFFICE OF FINANCE USE ONLY**

Doc #	Org	Fund	Sub-acct	Trans Date	Trans Amt	DC	Comment	State Code
	1CL00		5749		\$ 50.00	C	Man chk fee	180
			5701		\$ 50.00	D	Man chk fee	380

Processed by:	Date:
Payroll Manager:	Date:

Revised 02/08/2012

PAYCHECKS AND PAYDAY ISSUES:

DISTRIBUTION OF CHECKS: All paychecks may be picked up in the Payroll Office – 2103 Spong Hall or mailed to the employee's verified address.

Payroll Distribution Report: Budget Unit Directors receive an automatically generated email each pay period. Budget Unit Directors use this report to verify that employees are authorized to be paid from the department's budget(s) and may either review this report or forward it to the fiscal tech or budget manager for review.

Questions about this report may be directed to Lisa Hecker, Payroll Compliance & Student Employment Supervisor.

Paychecks not received? Contact Anitra Hilliard for assistance.

PAY CORRECTIONS:**Overpayments:**

If you feel that an overpayment exists, contact the Payroll Office. Payroll documentation will be reviewed to see if an overpayment exists. If the employee is still employed, the overpayment will be collected from the next available paycheck. If the employee has been terminated, the employee will be billed for the overpayment. If an overpayment occurs, under no circumstances should the department recoup the overpayment amount (wages) directly from the employee. The Payroll Office should be contacted immediately in the event of an overpayment.

Underpayments:

If you feel an underpayment exists, contact the Payroll Office, so that a review of the E-1 and/or other payment documentation can be performed to determine that all paperwork is in order.

FINANCIAL HARDSHIP ADVANCES: An employee (*FT faculty, classified, hourly only*) requesting a financial hardship advance may be paid in advance **for hours already worked**. The employee requesting an advance should go to **Payroll** with a written request for a pay advance. Each request will be reviewed for validity and approved on a case-by-case basis. If the hardship advance is approved, the Payroll Office will process the pay advance and contact the employee once the paycheck is ready. *Financial hardship advances are available to employees only once per 12-month period.*

SELECTED BENEFITS/DEDUCTIONS: There are many state-provided benefits, which are provided to all full-time employees of the Commonwealth of Virginia. To see comprehensive information, please refer to the Benefits section of the Human Resources website: <http://www.odu.edu/facultystaff/employee-services/benefits>. Some of the benefits available to classified employees are shown below. ***This is NOT a comprehensive list*** - Refer to the Human Resources website for complete information.

Health Insurance Benefits - All full-time classified, faculty, and faculty administrative employees have a choice of health benefits plans. All choices offer a comprehensive range of benefits; however, each plan differs in the way in which it delivers services. Please refer to the source books and Benefits Guide for further detailed insurance information. All health insurance benefits are paid pre-tax. Section 125 of the Internal Revenue Code permits employees to pre-tax their portion of the health insurance premium. You do not pay federal income tax, state income tax or social security tax on the amount of your health care premium, and taxes are paid on the lower adjusted amount.

Basic Group Life - Old Dominion University provides group life insurance to all full-time employees on the first day of employment. The benefit is equal to your annual compensation rounded to the next highest thousand and then doubled. Any portion of the basic life insurance in excess of \$50,000 is taxable and is added to your federal, state and FICA applicable gross income and is reportable on your W-2 Form (box 12 C). This will show on your pay stub as Imputed Life under Federally Taxed Benefits.

LEAVE & OTHER SPECIAL CASES:

LEAVE WITHOUT PAY (LWOP): This type of leave may be granted in emergency situations when all other types of leave have been exhausted or when you are not eligible for other types of leave. *Refer to page 25 of the Classified Employee Guidebook, 2014:* <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/classified-employee-handbook.pdf>

If you are considering leave without pay, you should discuss the situation with your supervisor. You need to write a letter to your supervisor stating the length of absence, the date you plan to leave and return, and whether you will return to the same position. You will also need to review your leave balances with the Payroll Office or on

LeoOnline/Employees and determine whether you wish to retain them. All leaves without pay must be pre-approved by Human Resources. **Please Note: All international employees requesting leave without pay must be referred to the VISA office. Departments must notify the VISA office of any international employees requesting leave without pay.)**

There are two types of leave without pay used by the University:

Unconditional Leave Without Pay - Employees placed on unconditional leave are guaranteed the right to return to their former positions at the conclusion of the absence.

Conditional Leave Without Pay - Employees are not guaranteed the right to return to their former positions, and departments may fill the positions as they determine the need.

The Family and Medical Leave Act Policy guarantees eligible employees 12 weeks of job-protected leave for certain reasons. *Please refer to the section on Family and Medical Leave in the Classified Employee Guidebook, 2014.*

- If you take leave without pay for personal reasons, you can continue to get health insurance benefits by paying the group premiums, both the employer and employee portions.
- If you take leave without pay to take care of a family member covered by Family and Medical Leave, you only pay your employee portion of the health insurance premiums.
- If you take leave without pay for illness, you can still receive single coverage or family coverage at your usual rate if a physician approves the leave for medical reasons.
- Continued health insurance coverage is not automatic unless the FMLA applies.
- You can continue your health insurance coverage by stating in your leave request letter that you wish to keep continuous coverage.
- Depending upon the type of leave without pay you request, Old Dominion University will continue to pay the employer portion of the premiums and you must submit payments for your portion of the monthly cost.
- Please contact Human Resources about other available benefits coverage while on leave without pay.

Note: No leave of any type accrues during a leave without pay.

It is very important for the department to notify Human Resources as soon as it is known that an employee will be out for an extended period of time. The University wants to avoid overpayment of wages to an employee who does not have a sufficient amount of accrued leave to cover the loss of time. Also, decisions need to be made to ensure that the employee's benefits continue according to the employee's wishes. Please contact Human Resources to discuss what documentation is required during a leave without pay.

LEAVE PAY OUTS: When *classified* employees leave the University, they may be entitled to be paid for accrued leave. The accrued leave for terminating employees is calculated by the Payroll Office and includes:

- All annual leave accrued, **provided** it does not exceed the maximum amount allowed to be carried on the books according to state policy.
- All compensatory, recognition, flex holiday leave, and overtime leave accrued.
- For classified employees **under the old accrual sick leave policy** with 5 or more continuous years of service, 25% of sick leave accrued, up to a maximum of \$5,000.
- For classified employees **under VSDP who have disability credits available**, with 5 or more continuous years of service, 25% of credits, up to a maximum of \$5,000.

If an employee terminates employment between pay periods or some other situation creates an overpayment to an employee, the leave payout will be reduced by the overpayment amount. Employee leave payouts are processed the pay period after the last regular paycheck is issued. Leave payout checks are direct deposited to the employee's bank account.

DEBTS TO THE UNIVERSITY: Employees are required to pay any debts owed to Old Dominion University in a timely manner. As a condition of employment, new hires are required to sign a statement authorizing the deduction from any amounts due them to pay off debts. Employees who resign with unpaid debts to the University may also have their leave payouts reduced to cover the debts. The Payroll Office will notify employees if these actions are taken. Administrative debt set-off may also apply against state taxes.

GARNISHMENTS & LEINS: Tax liens and garnishments must be honored in accordance with the state garnishment law and the Federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of an employee's salary is required to be withheld for the payment of a debt. Federal and state laws prohibit

the discharge of any employee because his or her earnings have been subjected to garnishment for any indebtedness. In accordance with current law, a fee is charged to the employee for the costs associated with the collection and disbursement of garnishments, tax liens, and child support orders. The fees apply to both full and part time employees. *(Excerpted from the Classified Employee Handbook, 2014.)*

When a garnishment order is issued by the court, both the employee and the University are served with a garnishment summons. The Payroll Office notifies the employee in writing that a summons has been received and that pay will be garnished beginning with the next pay period. The University is required to withhold pay as outlined by the garnishment summons. Failure to withhold as ordered by the garnishment summons can result in the University facing court action for failure to respond. Questions regarding specific withholding amounts should be directed to the payroll processor responsible for your section of the alphabet.

Fees on Garnishments, Support Orders, and Tax Liens

- Garnishment and tax lien fees are deducted once, immediately upon receipt of each new or reissued garnishment or tax lien.
- Child support fees must be deducted from your paycheck each time a child support deduction is withheld and remitted.

Taxability of Graduate Educational Aid - Section 127 of the Internal Revenue Code states an employer provides nontaxable graduate educational assistance to employees. Spouse/dependent graduate tuition benefits are all taxable. The tax benefits are listed on your online paystub as “Tuition” once each semester: fall and spring. Federal, state, and FICA (OASDI and HI) taxes are withheld from these benefit amounts.

TIME LOSSES:

You incur a time loss: When you are on unauthorized leave (absent without permission); **OR** have insufficient leave balances to cover the absence.

When you incur a time loss: You do not accrue either annual or sick leave (if on accrual system) for the pay period in which the time loss occurred, **AND** your paycheck will be reduced by the number of hours of the time loss.

A continuing pattern of unpaid absences should result in the supervisor taking appropriate corrective action.

REPORTING INCREMENTS: When a full hour is not worked or claimed, the partial hour should be recorded into Web Timesheets/Leave Reports according to the ODU standard reporting increments found in the table below.

PAYROLL OFFICE REPORTING INCREMENTS

Period Worked	Reporting Increments	Period Worked	Reporting Increments
0 min – 2 min, 59 sec	Disregard	33 min – 38 min, 59 sec	.6
3 min – 8 min, 59 sec	.1	39 min – 44 min, 59 sec	.7
9 min – 14 min, 59 sec	.2	45 min – 50 min, 59 sec	.8
15 min – 20 min, 59 sec	.3	51 min – 56 min, 59 sec	.9
21 min – 26 min, 59 sec	.4	57 min – 60 min	1 (one) hour
27 min – 32 min, 59 sec	.5		

HOW LEAVE AFFECTS YOUR EMPLOYEE BENEFITS* Contact Human Resources if you need additional information regarding your benefits while on leave.				
Type of Leave	Health Care Coverage	Virginia Retirement Benefit	Life Insurance Coverage	Deferred Compensation Plan
Leave with Pay	Coverage continues; state makes its contribution	State makes full contribution; employee earns service credit	Coverage continues; state makes full contribution.	Contributions continue unless suspended by employee
Educational Leave with Full or Partial Pay	AT LEAST half pay, coverage continues, and state makes its contribution for up to 24 months.	If less than half pay, no service credit earned. ** May purchase service credit upon return. If half pay or more, state makes full contribution; employee earns service credit.	If less than half pay, coverage may continue 24 months; state makes full contribution. If half pay or more, coverage continues; state makes full contribution.	If less than half pay, contributions may require an adjustment. Adjustments are effective the first pay period of each month. If half pay or more, contributions may require an adjustment. Adjustments are effective the first pay period of each month.
Personal Leave Without Pay (unconditional or conditional)	Coverage may continue 24 months; state makes no contribution; employee pays entire cost.	State makes no contribution; no service credit earned; cannot purchase service credit upon return.	Coverage may continue 24 months; state makes full contribution.	No contribution can be made by the employee.
Leave Without Pay for Educational Purposes *	Coverage may continue 12 months; state makes no contribution; employee pays entire cost.	State makes no contribution; no service credit earned. ** May purchase service credit upon return.	Coverage may continue 24 months; state makes full contribution.	No contribution can be made by the employee.
Leave Without Pay for Agency Convenience	Coverage may continue 4 months; state makes its contribution.	State makes no contribution; no service credit earned; cannot purchase service credit upon return.	Coverage may continue 24 months; state makes full contribution.	No contributions can be made by the employee.
Leave Without Pay - Layoff	Coverage may continue for up to 12 months while on leave; state makes its contribution.	State makes no contribution; no service credit earned; cannot purchase service credit upon return.	Coverage may continue 24 months while on leave; state makes its full contribution.	No contributions can be made by the employee.
Leave Without Pay - Illness (unconditional or conditional)	Coverage may continue 12 months; state makes its contribution; certification of disability needed; without certification treated as personal leave. ***	State makes no contribution; no service credit earned. ** May purchase service credit upon return.	Coverage may continue 24 months; state makes full contribution.	No contributions can be made by the employee.
Leave Without Pay - Military	State coverage ceases, coverage is provided by the military; dependents eligible for extended coverage; when reinstated, credit toward waiting periods is given for military leave period.	State makes no contribution; no service credit earned. Upon return to work may be eligible for free service credit. Contact VRS for details.	Coverage may continue for up to 24 months; state makes full contribution.	No contributions can be made by the employee.
* ** ***	<p>Do not confuse this leave without pay with Educational Leave as shown above.</p> <p>Eligible for service credit, provided agency certifies that employee was on approved leave.</p> <p>According to the Family Medical Leave Act, coverage may continue up to 12 weeks with state contribution. The 12-week period may be included under the 12 months allowed for leave without pay-illness.</p>		<p>Note: Leave without pay does not constitute termination, so an employee cannot get a refund of retirement contributions.</p> <p>Note: Employees who go on leave without pay may remain in the active health benefits group as outlined above; however, if their leave is extended beyond this period of time, they may convert to non-group coverage within 31 days of loss of eligibility for coverage in the active group. If employees terminate prior to the end of the leave period for which coverage may be continued, extended coverage will be offered to enrollees.</p>	

PAYROLL REPORTS (ePrint):

Banner is the official record of payroll expenditures, but the information could be incomplete if there are interface problems. Payroll expenditures should be reconciled each month. Hard-copy Banner payroll reports are no longer distributed each month. Payroll reports are available via ePrint for those with the appropriate access. Access to departmental payroll reports must be requested separately. The ePrint Payroll Report Request Form must be completed and sent to the Finance Systems Manager, Data Control, Office of Finance.

<http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf>

Payroll reports contain information by Budget Unit, sub-account, payroll number, employee name, and amount for each payroll. If you need information about EPrint, please send an email to the Banner Hotline at bannerhotline@odu.edu.
NOTE: there is training available regarding use and navigation of Banner ePrint.

MONITORING WAGE EXPENDITURES: Departments should develop a mechanism for monitoring and tracking wages throughout the year. The Budget Office monitors the wage employee dollars as they are spent and will contact you if you exceed budgeted amounts. Tracking wage expenditures are important for a variety of reasons:

- Departments are responsible for tracking hourly wage expenditures
- Departments must ensure that there are sufficient wages throughout employment
- Recoup unused funds
- Avoid deficits
- Ensure that hourly wage employees do not work more than 1500 hours in an employment year (remember, hours worked for other departments must be included in this total) – *Effective May 1, 2013, all wage employees in all branches of state government are limited to working no more than 29 hours per week on average over the course of twelve months.*
 - Emails are sent to the supervisors of hourly wage employees on the 15th of the month stating the number of hours an hourly employee has worked toward the 1500-hour limit.

PAYROLL REPORT MOCK-UP – Payroll reports are broken down by budget code, sub-object code, and employee.

REPORT: NHRSDST

Old Dominion University

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Empl Payroll Summary By Orgn

Reporting Period: 01-JUL-2006 To: 31-JULY-2006

COAS: U Organization: OFFICE NAME

Fund	Orgn	Acct	Prog	Actv	Locn		
011001	1XX00	4001	161	*	*		
ID/Name		EARNINGS Hours	EARNINGS Amount	BENEFITS Amount	Total Hours	Total Amount	
12345678	EMPLOYEE, SUZIE Q						
2006 FT	311 0	86.67	3,994.75	.00	86.67	3,944.75	
Empl Total		86.67	3,994.75	.00	86.67	3,994.75	
FYTD Total		86.67	3,944.75	.00	86.67	3,994.75	

Fund	Orgn	Acct	Prog	Actv	Locn		
011001	1XX00	4002	161	*	*		
ID/Name		EARNINGS Hours	EARNINGS Amount	BENEFITS Amount	Total Hours	Total Amount	
23456789	WORKER, JAMES X						
2006 FT	311 0	86.67	1,729.88	.00	86.67	1,729.88	
Empl Total		86.67	1,729.88	.00	86.67	1,729.88	
FYTD Total		86.67	1,729.88	.00	86.67	1,729.88	

W-2 ISSUES:

W-2 forms are made available/mailed to the most recent permanent address on file no later than January 31 of each year. If January 31 falls on a Saturday, Sunday, or business holiday the deadline is the next business day. Therefore, **it is very important that employee addresses be updated on the payroll system by the end of the calendar year** to ensure that W-2's are received in a timely manner.

The accuracy of social security numbers is essential. If the social security name and social security number for each employee is not correct, the University may owe a penalty. The University is required to record an employee's name and social security number exactly as it is shown on the social security card issued to the employee. If an employee's name changes for any reason (i.e., divorce or marriage), the employee must request a new card from the Social Security Administration. ODU will continue to use the employee's old name until a copy of the new social security card is provided showing a new name. Paychecks contain only the UIN (University Identification Number). The University no longer prints Direct Deposit stubs. Online pay stubs contain the UIN only. Employees may review pay information via LeoOnline. If you do not receive a W-2 by February 15, please contact the Payroll Office to request a duplicate.

ELECTRONIC W-2 FORMS

- You can choose to receive your W-2 electronically via LeoOnline. *NOTE: most employees select this option!*
- By consenting to electronic W-2s, you no longer need to wait for your W-2 to be delivered via snail mail.
- If you need a copy, you will not need to fill out paperwork to get copies of your W-2 from Payroll, which means no 24-hour delay for the required turnaround time.
- You must give us your consent to receive your tax form electronically. Once you provide consent, you do NOT have to provide it again.
- The deadline to provide consent to receive calendar year electronic W-2 forms is provided each year.

ALREADY PROVIDED YOUR CONSENT? NO ACTION IS REQUIRED. Unless you wish to rescind your consent to receive electronic W-2 forms, no action is required. Your consent remains active until you revoke your consent. **DON'T PROVIDE CONSENT?** If you have chosen not to receive your W-2 electronically, your W-2 will be mailed to the home address on file on or before January 31.

NEED TO GIVE YOUR CONSENT TO RECEIVE YOUR W-2 ELECTRONICALLY? To consent to receive your W-2 electronically, you must do so in LeoOnline.

1. Log in to the secure area of LeoOnline (www.leoonline.odu.edu)
2. Select Employee
3. Select Tax Forms
4. Select Electronic W-2 Consent
5. Read that page, Employee Instructions, Notice to Employees, Printing Instructions (available at the bottom of the Electronic W-2 Consent page)
6. Check the box to consent to receive your W-2 electronically
7. Click Submit
8. You are done (you will not see any confirmation message)

To Verify You Have Successfully Made Your Selection - There is no confirmation message received that you have successfully consented. Simply scroll down to see that the "My Choice" box is checked. If the box is checked, you have successfully consented to receive your W-2 electronically.

HOW DO YOU KNOW YOUR W-2 IS AVAILABLE ELECTRONICALLY? You will be notified via email and/or University Announcement when your calendar year W-2 is available for you to print. **W-2 forms are normally available sometime between January 24 and January 31.**

W-2 FORMS FOR TERMINATED EMPLOYEES AND THOSE WHO CHOOSE NOT TO RECEIVE W-2

ELECTRONICALLY - W-2 forms for terminated employees and those who do not provide electronic consent will be mailed to the home address on file on or before January 31.



For Payroll Contacts, please visit our [Website Directory](#). Payroll may be found on the Second Floor of Spong Hall.