TIME AND EFFORT REPORTING PROCEDURES FOR ADJUNCT AND ADJUNCT/RETIREES

We have implemented a new procedure for tracking time and effort for adjunct and adjunct retiree professors. Monthly timesheets will be replaced by a monthly report. This new procedure will benefit payroll (no more filing hundreds of adjunct timesheets), the department (no more distributing, collecting and tracking adjunct timesheets), and adjunct professors (no more signing, keeping up with, and turning in timesheets). The procedure works like this:

- Monthly timesheets will be printed after the final payroll has run. Departments will receive timesheets for Adjunct and Adjunct/Retiree employees, as usual. The department will pull only those timesheets with the titles "Adjunct" or "Adjunct/Retiree" and shred them. There are some exceptions:
  - Adjunct and Adjunct/Retiree employees that also have a lump sum or additional comp assignment or any other assignment on the same timesheet will need to sign the timesheet.
  - Adjunct and Adjunct/Retiree employees who are in cost sharing assignments must sign a timesheet so that the cost sharing percentage can be recorded on them.
  - Adjunct and Adjunct/Retiree employees who are paid from contract and grant accounts must sign a timesheet so that the principal investigator may sign the timesheet.
- The payroll department will run a report after the final payroll runs and before the end of the month that lists all adjunct and adjunct retirees that have active assignments for the month ending. These Excel reports will be e-mailed to the designated certifying authority that was appointed by the dean of each school.
- The designated certifying authority will check to make sure that the report is a complete and correct list of every Adjunct and Adjunct/Retiree employee that worked in that particular month. Additions, deletions, and corrections may be made to the report in Excel by the certifying authority with no notations that a change was made. The report should reflect what *should* have happened on the final payroll for that month, not what *did* happen. In other words, if an employee's class did not make and they were erroneously paid for the month, they *should not* be on the report. Conversely, if any employee was paid later on an off-cycle, they *should* appear on the report.
- The designated certifying authority will then print the final report and sign it. A copy of the final Excel file should be kept by the designated certifying authority for correction and audit purposes.
- After the report is signed, it will be returned to the HR/Payroll Department and kept with the monthly timesheets. The report is due on the same day the timesheets are due, usually by the tenth day of the following month.
- If an addition (late PAR to pay an employee) or deletion (late PAR to terminate an employee) or correction (late PAR to change an FTE or rate) is needed <u>after the report has been submitted to payroll</u>, the designated certifying authority may retrieve the Excel file of the final report that was submitted, amend the report to include the addition, deletion, or correction, re-sign, and re-submit to payroll. The words "corrected" or "updated" should be printed somewhere on the report in red ink.
- When a Payroll Adjustment Sheet is received by a department for an Adjunct or Adjunct/Retiree employee, the department payroll contact that handles the requests for timesheets that are on the Payroll Adjustment Sheet must check with the designated certifying authority to make sure that the employee is on the monthly report and the information is correct. Since a Payroll Adjustment sheet for a monthly employee usually involves an addition, deletion, or correction to a monthly payroll, it follows that an amended report <u>may</u> be needed, depending on the timing of the late PAR.