



| a new state of mind

Office of Human Resource Management

## **Employee Approval and Pay Schedule FY19-20**

### **Employee Approval**

In an effort to hire the most qualified and quality candidate effective immediately, no person should begin work prior to clearance from HR (Human Resources). This includes “all” persons, students, temporaries and faculty. This protects the University and the potential employee. Doing an extensive check will require more time but will guarantee a quality hire. Please plan ahead.

South Carolina State University requires a criminal history, credit, driver’s license, and/or a comprehensive background check of its candidates for employment prior to an offer of employment. This procedure is intended to ensure the privacy of the individual while meeting the purpose of record checks. When requesting these checks please be aware that you will be responsible for the cost if the applicant is not approved and identified as a candidate.

Background checks may be necessary in cases where individuals are transferred, promoted or reassigned to positions which may be considered sensitive. Positions are considered sensitive which have the potential opportunity for an incumbent, through the possible abuse of work related functions or situations, to cause loss or harm to students, staff, the public, or to the financial or material property and assets of the University.

### **Pay Schedule**

“Human Resources Office” – This deadline is critical. NO PERSON CAN BEGIN WORK PRIOR TO CLEARING THE HUMAN RESOURCE OFFICE. THIS IS THE ONLY OFFICE THAT CAN GIVE CLEARANCE TO BEGIN. NO EXCEPTION. To meet this deadline, one must allow for all of the previous office paperwork processing to have been completed before the paperwork reaches HR. They will return the document to the originator if all of the processes have not been completed. Please plan ahead to be sure that you meet the schedule.

The following guidelines will be used to implement the schedule

General Guidelines for Processing Pay Documents:

- a. No Person begins work prior to clearance from HR (Human Resources). This includes “all” persons, students, temporaries and faculty. Plan ahead to be sure that you meet the schedule. It is against “State Law” for someone to work without proper authorization. This protects the University and the potential employee.
- b. Pay actions are defined as:
  1. Salary or pay rate change up or down
  2. Change in organization index code
  3. Release time split of salary or wages among funding sources
  4. Transfer from on position to another
  5. Terminations, leave w/o pay etc.
- c. This schedule covers all pay documents, i.e.

1. Personnel Action Form (P4)
  2. Dual Employ (P12)
  3. Temporary Employment (P13)
  4. Student Employment (P13S)
  5. Temporary Grant Employee Form (P14)
  6. Additional Compensation Form (P11)
  7. People Administration System (Electronic Process)
- d. Any date annotated on this schedule is understood to be adjusted to the preceding workday if the specified day falls on a holiday or a weekend. Each office on this schedule is hereby instructed to “date stamp” all documents and clear the inbox of all documents prior to leaving the office on each day. Documents deemed “Late” will be stamped as so and processed for the next upcoming pay period. With this in mind, if the document involves an anticipated “start day”, this could mean a two week delay in the employee’s initial hire date. **Human Resources is the only office that can clear an individual to begin work. Plan accordingly, you as the supervisor could be held liable for working a person without being cleared by Human Resources.**
- e. The Financial Manager/Principal Investigator or Department Head is ultimately responsible for the availability of funds for his/her Index code. The encumbrance feed for the payroll will be calculated and feed to the Index code based on the pay periods, the hours and the pay rate annotated on the pay action documents.
- f. **PAY ADVANCES. No pay advances will be processed for any document that is late. Only administrative errors will be considered as cause for the possibility of an advance.**

## MEMORANDUM

TO: Vice Presidents, Deans, Chairpersons, Directors and Managers

FROM: Harold Hailey, Payroll Supervisor

RE: Time Sheets and Check Issue Dates

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Please adhere to the following schedule for time sheets submission.  
Late time sheets will be paid on the FOLLOWING pay date!!!!!!

<u>PAY PERIODS</u>	<u>TIME SHEETS DUE IN F/A &amp; PAYROLL</u>	<u>CHECK ISSUE DATE</u>
07/01-15/19	07/18/19	07/31/19
07/16-31/19	08/02/19	08/15/19
08/01-15/19	08/19/19	08/30/19
08/16-31/19	09/04/19	09/13/19
09/01-15/19	09/19/19	09/30/19
09/16-30/19	10/04/19	10/15/19
10/01-15/19	10/18/19	10/31/19
10/16-31/19	11/04/19	11/15/19
11/01-15/19	11/19/19	11/29/19
11/16-30/19	12/04/19	12/13/19
12/01-15/19	12/11/19	12/23/19
12/16-31/19	01/03/20	01/15/20
01/01-15/20	01/17/20	01/31/20
01/16-31/20	02/04/20	02/14/20
02/01-15/20	02/19/20	02/28/20
02/16-28/20	03/04/20	03/13/20
03/01-15/20	03/19/20	03/31/20
03/16-31/20	04/03/20	04/15/20
04/01-15/20	04/17/20	04/30/20
04/16-30/20	05/04/20	05/15/20
05/01-15/20	05/19/20	05/29/20
05/16-31/20	06/04/20	06/15/20
06/01-15/20	06/18/20	06/30/20
06/16-30/20	07/03/20	07/15/20