**Appendix A**

**Human Resources**

**Payroll Certification Guidelines**

**PURPOSE**

To outline the process necessaryto ensure payments made to employees are correct and the appropriate adjustments for absences have been made.

**ROLES & RESPONSIBILITIES**

1. **Time Reporting and Approvals**

**1. Employees**

Based on an employee’s pay plan, the employee is responsible for the following:

1. OPS Hourly – employee is required on a bi-weekly basis to enter and certify their hours worked online via Gulfline according to the published payroll calendar.
2. Support Personnel – employee is required on a bi-weekly basis to complete and submit a paper timesheet.
3. Faculty and A&P – employee is required to complete and submit an Application for Leave Form when leave time has been taken.

**2. Supervisor**

On a bi-weekly basis, the supervisor is responsible for:

1. Verifying the accuracy of hours worked.
2. Approving time records or leave forms received.
3. Forwarding the approved time and leave records to their designated HR-Payroll Liaison.

**3. HR-Payroll Liaison**

On a bi-weekly basis, the designated HR-Payroll Liaison is responsible for the following:

1. OPS Hourly - When a Liaison is not the employee’s direct supervisor, the Liaison is responsible for approving time entry on Gulfline based on receipt of a printed Gulfline timesheet signed by the employee’s supervisor. When a Liaison is the employee’s direct supervisor, the Liaison is responsible for approving time entry on Gulfline.
2. Support Personnel – the Liaison is responsible for collecting approved timesheet for their Unit/Department/College and submitting them in batch to the HR-Payroll Office.
3. Faculty and A&P – the Liaison is responsible for collecting approved Leave Forms for their Unit/Department/College and submitting them in batch to the HR-Payroll Office.

Liaisons must approve OPS hourly time entry in accordance with the Payroll Calendar available on the Human Resources web site.

Liaisons must submit Support Personnel timesheet and Faculty and A&P Leave Forms to HR-Payroll Office no later than the Wednesday following the BS Bi-weekly pay period end date.

Liaisons must maintain copies of time records and leave forms submitted to HR- Payroll in accordance with the State’s Records Retention Schedule.

1. **Payroll Certification Process**

The Unit/Department/College is required to certify the accuracy of their employee payroll for each bi-weekly pay period. Through the certification process the Unit/Department/College is acknowledging that the employees paid are authorized employees of Florida Gulf Coast University and are entitled to the payments reflected on the Total Payroll Cost Report.

1. **HR-Payroll Liaison**

On the Tuesday afternoon following each payroll period end date, the Total Payroll Cost reports should be printed from ePrint and distributed to the designated VP/Dean/Director or designee.

1. **VP/Dean/Director or Designee:**

Certifying VP/Dean/Director or designee should review the employees listed on their reports, validate that the employees did in fact work and the earnings accurately reflect time worked and/or leave taken or any applicable taxable fringe benefits. Review of the report includes noting any discrepancy found, such as incorrect payment or a payment to an employee who is no longer active.

Certification is indicated by signing and dating the bottom of the Payroll Certification form. The signed Payroll Certification form and accompanying Total Payroll Cost Report is to be returned to the HR-Payroll Liaison for retention according to the State Records Retention schedule.

***Errors or inconsistencies are to be listed on the Payroll Certification form and the form must be faxed to HR-Payroll immediately at 239-590-1011.***

1. **HR-Payroll Liaison:**

The Unit Department/College will validate on a pay period by pay period basis that certification reports have been signed and returned. ***Certification signatures from VP/Dean/Director or designee are to be obtained by the respective pay date.*** Certified reports shall be retained in accordance with the State’s Records Retention Schedule.

1. **HR-Payroll:**

The payroll staff shall provide timely preparation and distribution of payroll payments to employees and process any necessary corrections or adjustments.