



Policy 1.5

Responsibility for Proper Payroll Coding

VCCS Policy N/A

DHRM Policy N/A

Cardinal Topic 60104, 60105, 60108 Classification and Coding Structure

I. Purpose: To describe the process for obtaining proper human resource and payroll coding for accurate allocation of costs.

II. Definitions:

Fund Code--designates how the position will be funded, whether through state funds or by a grant or non-state fund.

Program Code--designates where the state's activities and services and corresponding expenditures can be conveniently and uniformly organized, clearly identified, and easily accounted for.

Object Code--designates the expenditure structure to classify the different expenditure categories and collect expenditure information in a systematic manner.

III.

Policy:

1. All payroll or HR Coding must be approved by the budget department under the control of the Vice President of Finance and Administrative Services.
2. Human Resources nor payroll shall enter any new hire without the New Hire Coding form completed and signed by the Vice President of Finance and Administrative Services or designee.

IV. Procedures:

1. Upon the approval of hire for a new employee, the hiring manager shall submit the New Hire Coding Form to the Vice President of Finance and Administration or a designee in the Business Office. The Vice President of Finance and Administration or a designee shall complete and sign the form specifying where the new employee is to be charged.

2. The Vice President of Finance and Administrative Services or designee shall immediately forward the completed form to the Human Resource Office for input into the HR system.
3. The Director of Human Resources shall provide the form to the Payroll Office after entry into the HR system.
4. The New Hire Coding Form shall become a part of the official HR personnel file for each employee.

Interpretation

The Office of Human Resources is responsible for the official interpretation of this policy and procedure. Questions regarding the application of this policy and procedure should be directed to that office.

New Hire Coding Form will be on the P:Drive under forms then HR forms.



To be completed by supervisor:

New Hire Name: _____

FT or PT _____ **Is this employee an adjunct?** _____

Date of Hire or effective date of new funding: _____

Supervisor: _____

Signature of Supervisor _____

Date Submitted to Finance/Business Office: _____

To be completed by Finance/Business Office:

Fund Code: _____

Program Code: _____

Object Code: _____

Person Providing Information: _____

Signature of Person Providing Information: _____

Date Submitted to HR: _____

To be completed by the HR Office:

Date entered in PMIS: _____

Date entered in HRMS: _____

Signature of HR Office: _____

Date Submitted to Payroll Office: _____

To be completed by the Payroll Office:

Date entered in CIPPS: _____

Signature of Payroll Officer: _____

Approved by President's Cabinet: December 19, 2019

Reviewed by Policies and Procedures Committee: December 4, 2019