

## ***General Procedure – Payroll Change Form***

### **Procedure:**

The following is BSC's procedure for submitting a payroll change form for an employee.

#### The department supervisor will:

1. Submit a [payroll change form](#) for an employee/position when there is a change in payroll compensation, funding source, status change, job family, etc.
2. Complete the fillable payroll change form found on the [HR site](#) of the CORE Portal.
3. A payroll change form is not needed for regular hires and regular terminations. These changes are submitted by supervisors through Manager Self-Service.
4. Payroll change forms for staff probationary increases, mid-year adjustments and rehires will be completed by Human Resources and routed to the supervisor for signatures.
5. Route the payroll change form for the required signature BEFORE the due date for the applicable payroll period.
4. Payroll change forms are due in the payroll office by the end of business on the first working day after the 15<sup>th</sup> of the month and by the end of business on the first working day after the final day of the month.

#### **President/VP/Dean or their designated representative (authorized/designated in writing to payroll) will:**

1. Sign the payroll change form.
2. Submit the payroll change form to the payroll office/human resources office by clicking on the submit button at the bottom of the page, and copy the immediate supervisor (i.e., Director, Manager, etc.).
3. Ensure the immediate supervisor shares or routes the signed/approved payroll

change form with the employee.

### **Part-time Hires:**

1. When part-time temporary employees/students are hired, contact your Department Chair or Supervisor.
2. The Department Chair/Supervisor will complete the Request to hire PT temporary employees/students form and submit to Payroll/HR.
3. The Department Chair/Supervisor will send the potential hire to HR to complete a background check.
4. After Payroll submits the new hire request in Manager Self-Service (MSS), the Department Chair/Supervisor will approve the PT hire in MSS.

### **History of This Policy:**

First policy draft December 13, 1977.

Revisions - June 15, 1978; July 17, 1978; July 21, 1978; October 21, 1983; November 9, 1983; November 4, 1985; July 1, 1987; November 2, 1989; July 20, 1990; August 24, 1993; August 12, 1997, May 31, 2005; reviewed by the Operations Council on November 9, 2016 and approved by the Executive Council on November 18, 2016.