



PAINLESS PAYROLL (BI-WEEKLY PAYROLL)

*****As soon as a student worker or new part time/temporary employee is hired, create an EPA (Employee Payroll Action) document (EWR) immediately. Be sure that H/R has a completed employee packet.*****

PREP-H Reports

- If an employee is not listed, please write them in with all of the info needed (**i.e.: Name, SSN, Title Code, Object Code, Source Account, Rate of Pay and Hours worked.**)
- Please change any information that is not correct. Be sure an EPA document has been created.
- Person responsible for signing the Prep-H must verify all information is correct.

*****ALL PREP-H REPORTS ARE DUE IN THE PAYROLL OFFICE BY 10:00 AM THE THURSDAY AFTER THE PAY PERIOD ENDS, EXCEPTIONS ARE HOLIDAYS AND SUMMERTIME. PLEASE READ ALL MEMOS THAT ARE ATTACHED TO THE YOUR REPORTS. LATE SUBMISSION COULD RESULT IN YOUR EMPLOYEES NOT GETTING PAID ON TIME.*****

*****Checks and deposit advices must be picked up by authorized departmental representatives in the Business Office on payday as soon as possible after 8:00 am and before 12:00 pm.*****

In order to avoid the interruption of your day to pick up and distribute pay envelopes, encourage all your employees to participate in direct deposit and electronic notification (paperless payroll).

***** Pay envelopes not picked up on time will be returned to the Payroll Office and the Comptroller will be notified of the departments failure to pick up their checks on time. Any employee that has a direct deposit advice will be changed to paperless payroll.*****

**Any questions concerning the BI-Weekly Payroll,
please call Rachel Flores at ext. 5792**

