

CAS Policy - Payroll Request Forms
Draft 4/10/13 for Budget Manager Review
Feedback to apuhn@uoregon.edu by 4/17/13

Description:

CAS signs the Payroll Request Forms units submit to Unclassified Personnel Services (for unclassified employees) and Human Resources (for classified employees). This document describes the College's requirements for approving updates to employees' payroll. In addition to the policies described here, all relevant University policies and procedures apply to PRFs submitted by CAS units.

Purpose:

To clarify and document CAS policies regarding Payroll Request Forms (PRFs) and the appointments and employee payroll modified using these forms.

Who:

College of Arts and Sciences department/program budget managers, department heads/program directors, unit staff who process PRFs.

Policy:

Unit signature authority for PRFs is determined at the unit level. The department head or program director may delegate PRF signature authority to others; this delegation should be documented via a written internal memo. Any PRF that affects multiple orgs must be reviewed and signed by the department head or designee of all affected units. CAS will not independently verify that proper unit signature authority was followed for all PRFs.

Written documentation must be submitted with certain types of PRFs. Stipend, summer research, and other new positions or reappointments initiated via PRF and paid from unrestricted funds must be documented by an appointment letter from the department head/program director (or hiring authority in another unit) to the employee. The appointment letter must include the *dates of the appointment, the duties of the appointment, and the amount of compensation*. This may be a copy on department letterhead, or it may take the form of an email from the department head/program director/hiring authority to the employee. CAS will not process Payroll Request Forms without a copy of the appointment letter, when required.

All PRFs must be routed to CAS, except those for GTFs working during the academic year and summer research/admin GTFs. CAS will route PRFs to Unclassified Personnel Services or Human Resources. If a unit must submit a late PRF directly to Payroll to prevent an overpayment, the unit will copy the CAS Program Technician on this submission.

Appointment percentage increases for unclassified employees may not be initiated using a PRF. Units need to submit an RTO that describes the additional duties (for example, adding a class to the teaching load) in the internal comments section. If the duties of the position will not change, the unit must submit a written memo of justification for the increased FTE.

Units must verify availability of funds. CAS does not verify that a unit has or will have sufficient funds to accomplish the changes initiated by any PRF. By submitting the PRF, the department is indicating there are sufficient funds for the requested salary and OPE. If there are not sufficient funds, CAS will not be responsible for the shortfall.