

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

The electronic Payroll Time and Attendance form is the payroll time report from which CCM employees are paid. The electronic version of the form is expected to be completed when possible, signed and forwarded to the supervisor. The Summary Payroll Time and Attendance form is to be completed, signed and forwarded to the Payroll Department for processing each pay day by the time supervisor with the necessary department approvals.

Policy

A Payroll Time and Attendance form must be prepared and forwarded to the Payroll Department electronically each pay day to ascertain that employees are paid on a timely basis.

Authority

Vice President for Business and Finance
Assistant Vice President for Business and Finance
Director of Accounting

Responsibility

Manager of Payroll and Special Projects

Procedure

In an effort to aid the procedure of how to properly complete the Payroll Time and Attendance form, it is necessary to describe/define the components of the form. It is divided into six (6) basic sections:

- Report Headings
- Personal Data
- BIWK Hours Worked
- Daily Time Worked
- Payroll Time Reporting
- Control and Authorization

1. Report Headings

This section is usually pre-printed and is located across the top of the form with the following information:

- a. department name
- b. department number
- c. pay period number
- d. payroll check date
- e. page number

Forms without pre-printed headings can be used; i.e., when a new grant number has been issued or a new department has been opened.

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2. Personal Data

This section is located on the left side of the form and contains:

- a. employee ID number
- b. employee name
- c. position/title
- d. standard hours (70, 80, or 35)

NOTE: This information is ordinarily pre-printed; see new hires for exception.

3. BIWK Hours Worked

This section is where the total hours worked are posted, by category, for the bi-weekly pay period. This section contains five (5) boxes. NOTE: Hours are only recorded to one decimal place or half-hour (.5). The five (5) boxes are:

- a. BIWK Total--sum of standard, standard O.T., premium O.T., and no-pay. This total will serve as a control number.
 - b. Standard Hours--regular hours worked and paid at straight time rate.
 - c. Standard Overtime--hours worked in addition to regular hours and paid at straight time rate.
 - d. Premium Overtime--hours worked in addition to regular hours and paid at time and one-half rate.
 - e. No-Pay Hours--Normal standard hours that will not be paid.
- * **Double-time--see exceptions**

4. Daily Time Worked

All employees must have data in this section which is located on the extreme right side of form. There are fourteen (14) boxes representing the two-week pay period for each employee. This is the section provided to record day-by-day the hours worked or not worked. Hours are recorded only to one decimal place (.5). NOTE: This is the most crucial and important information that will be written on this form.

To simplify, the following are options for each box:

- a. Total hours worked in a day (to the half-hour).
- b. Payroll code--when no hours worked.
- c. Split box--i.e., 5/2V = 5 hours reg. and 2 hours vac.

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5. Payroll Time Reporting

This section contains seven (7) boxes that serve to record and maintain balances for benefit time and is located below BIWK hours worked. Time is recorded in hours to one decimal place (.5).

- a. CTO Earned (Comp time earned)--for working hours in addition to regular hours when no overtime payment is required.
- b. Holiday--hours not worked for authorized holidays and authorized leave with pay. The hours posted are holiday hours taken.
- c. Sick--sick hours to be paid are posted here. This is for employees who have accumulated sick hours.
- d. Vacation--vacation hours to be paid to employees who have accumulated vacation hours.
- e. CTO Taken (comp time taken)--when an employee has decided and receives proper authorization, they may use previous CTO earned hours as paid time off.
- f. Personal--post hours not worked for approved personal days.
- g. Bereavement--post hours not worked due to authorized bereavement days.

6. Control and Authorization

The control section is located at the bottom of the form and has the following two parts:

- a. Number of employees and sum of STD hours--this is pre-printed based on the previous payroll activity.
- b. Sum of total time--these boxes contain the sum of each employee's BIWK hours worked. This is a department total and is only totaled on the last page of each department.

Authorization--The Payroll Time and Attendance form must be signed by the department's authorized signatory.

The Payroll Time and Attendance form is not to be altered; i.e., do not change the department number. If the employees are to be paid from a different or new department, a separate Payroll Time and Attendance form must be used.

EXCEPTIONS

1. New Employees

New employees to be paid should be written in the Personal Data section on the left side of the Payroll Time and Attendance form. Write in the full name and social security number. If they are not written on the Payroll Time and Attendance form, they are not authorized to be paid.

- Post daily time worked section as you would for all other employees on the form.
- Human Resources must have all required data on a new employee prior to submitting the Payroll Time and Attendance form to the Payroll Department.

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2. Changes

All payroll changes must be sent to Human Resources. Do not make changes to the "Personal Data" section on the Payroll Time and Attendance form.

3. Terminating Employees

Be sure to notify Human Resources immediately upon an employee's termination. (Notify Human Resources promptly of any unpaid benefit time; i.e., vacations, etc., that must be paid or any time dockages that must be made.)

- Record "Daily Time Worked" section for all hours worked.
- Write in "Terminated" and the date of termination in the "Daily Time Worked" section.
- Any standard hours not worked should be recorded as no-pay.
- Post the BIWK hours worked section as normal.

The terminated employee will receive all unused benefit time net of adjustments on the next pay date assuming Human Resources has received all necessary information.

4. Double-Time

Provided the proper criteria has been satisfied, double-time pay may be earned. There is not a separate box in the BIWK hours worked section for double-time nor does the computer payroll system have the capability to calculate double-time pay. Therefore, we must report double-time pay as follows:

- a. Double-time hours worked x 2 = no. of hours to report
- b. Place no. of hours in the **STANDARD OVERTIME BOX**