

PAINLESS PAYROLL

[Monthly & Supplemental Payrolls]

Monthly Payroll:

Please complete an EPA (Employee Payroll Action) document when one of the following occurs:

1. When hiring a new employee.
2. When an employee is moving to another Pin or department .
3. When an employee vacates a PIN due to resignation, termination, promotion or transfer in / out or Leave Without Pay status.
4. When making changes in salary, title, source of funds or percent effort.

**Note: Instructions for completing EPA documents are on the Payroll website. Click on [“Electronic Payroll Action”](#).*

DO NOT WAIT UNTIL THE LAST MINUTE TO PRODUCE AN EPA DOCUMENT.
Please realize that the EPA must route for all approvals before it is received in Payroll.

Electronic BVD (Budget Verification Document) :

(An electronic payroll list containing all pertinent information needed to verify monthly paid employees as a result of EPA documents. EPA documents must be in “completed” status to appear on the BVD)

- If an employee is not listed, it is because an EPA document has not been created or is still in the routing process. Please submit EPA document or push routing document through the approval process. Once the EPA document is in “completed” status, activate the PIN and it will populate the electronic BVD.
- Add a comment to electronic BVD by selecting the “history” button and then clicking on the “Add a Comment” button.
- The Department Approver is responsible for reviewing and verifying that all the information on the electronic BVD is correct. The department Approver can then submit the electronic BVD to Payroll.

All Electronic BVD's are normally distributed through the Single Sign On (SSO) monthly tab...on the second Wednesday of each month (check [monthly BVD due date/payday schedule](#) on the Payroll website) and are due back the following Tuesday by 10:00 a.m. in the Payroll Department. Exceptions are holiday months.



Supplemental Payroll

Supplemental Pay is for payment of anything other than regular monthly or biweekly pay (i.e. overloads, professional services, pay due from prior pay periods, vacation, compensatory and overtime, etc.) An [Academic Supplemental Pay Form](#) must be completed and approved for any additional work performed by a faculty member and for any academic work performed by a staff member. A [Staff Supplemental Pay Form](#) must be completed for any additional work, other than an academic activity, performed by a staff member. All approvals are required prior to payment being processed. Payment will be processed on the next available biweekly payroll. The supplemental pay forms are available on the Payroll website under forms or by clicking on the link above.



Payroll Distribution

- Direct deposit is required for all employees. Please have your employees logon to [Single Sign On](#) and sign up for [Direct Deposit](#).

Any Questions concerning the Monthly and Supplemental Payrolls

Please call Sylvia Garcia at ext. 5884