

6012. ADMINISTRATIVE REGULATIONS ON PAYROLL FUNCTIONS

6012.1 The Director of Fiscal Services, under the direction of the Vice President, Administrative Services, shall be responsible for administering these regulations.

6012.2 Payroll functions shall be carried out in such a manner as to protect the integrity of the process and in accordance with applicable California Education Code.

6012.3 The Payroll Department has a process that delineates internal control functions appropriately and works in conjunction with the Human Resources Department and Operational Departments within the college to ensure the payroll process follows established guidelines and operates in an efficient manner.

6012.4 The following duties shall be completed by the identified departments:

- A. The Human Resources Department is responsible for entering the following information into the PeopleSoft system:
 - 1. New employee data
 - 2. Changes to job, pay rate and account codes
 - 3. Stipends and other special pay and other kinds of additional pay

- B. The Operational Areas are responsible for entering timesheet data into the PeopleSoft system.

- C. The Payroll Technicians are responsible for the following duties:
 - 1. Audit data entered into PeopleSoft system by Human Resources and by the Operational Areas
 - 2. Running Electronic Payroll Register, Direct Deposit file, Check Print file and Bank Reconciliation file and uploading them to LACOE
 - 3. Reconciling data on retirement file to the Payroll Register, sending it to LACOE and uploading it to PERS/STRS
 - 4. Printing checks



- D. The Internal Audit Manager reviews the Check Distribution file and releases blank checks to the Payroll Technician to process payroll.
- E. The Deputy Director of Fiscal Services reviews the physical checks and the Distribution file and gives them to Accounts Payable for signatures.
- F. Accounts Payable releases the checks to the Cashier's Office.
- G. The Cashier's Office distributes checks to employees, who must present ID to pick up their check.

6012.5 All specific operational procedures are in the Long Beach City College Payroll Procedure Manual.

