



**MEMORANDUM**

**TO:** HR Liaisons  
**FROM:** Tammie E. Hill, Payroll Director   
**DATE:** July 2, 2018  
**RE:** **Procedural Requirements Regarding Bi-Weekly Paper Timesheets**

As a campus partner, we need your support to ensure the University is compliant in managing time and attendance for employees paid through the University payroll (Banner).

Effective immediately, paper timesheets submitted to the Payroll Office for manual entry for any bi-weekly pay cycle (prior or current) must accompany the below-listed information with submission directly to the Payroll Director. Upon receipt and clearance, pay will occur in the next available bi-weekly pay cycle in accordance with policy from the date of receipt. The Payroll Office will monitor received requests and seek senior leadership support for repetitive submissions.

1. An original or scanned copy of the bi-weekly paper time sheet, to include the employee's name, banner ID number, documented pay period, daily hours worked, department name, fund number, and supervisor signature. (If available, the employee may sign the time sheet; however, it is not required for department submission.)
2. A letter of justification on department letterhead. The letter must address the following:
  - a. Why the electronic timesheet remains in the status of Not Started, Pending, Returned for Correction, or Approve, as such, was not "Completed" to move through the payroll process in Banner.
  - b. Efforts the employee and supervisor will take to ensure that time is managed via self-service moving forward.
  - c. Signature of the Department Head to confirm awareness of the issue and department resolution to avoid further non-compliance with the managing time and attendance for employees.

It is critical that employees report hours worked in the self-service system and supervisors approve accordingly for each pay cycle. Our efforts will ensure the University is compliant with institutional KPIs reporting, federal and state regulations under the Fair Labor Standard Act, as well as, governing policies and procedures.

Please share this memorandum with your department leadership, supervisors, and employees. Direct questions to Tammie Hill at 336.334.7888 or [techill@ncat.edu](mailto:techill@ncat.edu).

Thank you in advance for your continued collaborative efforts to ensure that our employees are paid on-time, every-time.

cc: Robert Pompey, Vice Chancellor for Business and Finance  
Ericka M. Smith, Vice Chancellor for Human Resources  
Scott Hummel, Associate Vice Chancellor for Business and Finance and Controller  
Erickia Elbert, Assistance Vice Chancellor for Human Resources