

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title DOCUMENTATION OF FEDERAL PROGRAMS PAYROLL CHARGES	Number B-3.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 3
Approval Vice President _____ President _____	Supersedes Procedure No. B-3.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. FULL-TIME EMPLOYEES

- A. It is assumed that all full-time employees whose salaries are funded in whole or in part by federal programs spend 100 percent of their work time on the program. If a full-time employee spends time on work unrelated to his/her federal program, an exception form will be filed, and the following procedures will apply.
- B. The appropriate supervisor will initiate a Salary Certification form indicating exceptions as applicable for each monthly payroll period. The form will be submitted to the Human Resources Manager's (HRM) office with the following information provided:
 - 1. Employee name
 - 2. Employee Social Security Number
 - 3. Position
 - 4. Department
 - 5. Salary
 - 6. Time period
 - 7. Activities
 - a. Federally-sponsored projects such as TRIO programs
 - b. Cost sharing (by project) for those projects which require matching funds from institutional funds
 - c. All other institutional activities as scheduled by the institution.
 - 8. Account numbers as defined by the various programs.
 - 9. Estimated percentage of total effort as specified in the various programs. The percentage will total 100.
- C. All grant positions will work 100% on grant-approved activities unless otherwise noted in writing to the Human Resources Office.

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PROCEDURE**

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Title DOCUMENTATION OF FEDERAL PROGRAMS PAYROLL CHARGES	Number B-3.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 2 of 3

II. PART-TIME EMPLOYEES

- A. A Part-Time Employment Agreement will be executed, and time sheets will be certified on a monthly basis for part-time employees whose wages are funded by federal programs. The part-time agreement will be signed by the employee and approved by the Vice President responsible for the program and the Vice President for Business Affairs. Time sheets will be certified by the employee, the Program Director, and the Vice President responsible for the program.

- B. The Program Director will prepare a Temporary Faculty Employment Agreement or a Part-Time Employment Agreement, as appropriate, for all part-time employees.
 - 1. Temporary Faculty Employment Agreement
 - a. The Program Director, in conjunction with the part-time faculty member, will provide the following:
 - (1) Employee name
 - (2) Period of employment
 - (3) Total number of hours
 - (4) Course prefix, number, section, and title
 - (5) Meeting hours
 - (6) Days
 - (7) Location
 - (8) Beginning and ending dates
 - (9) Number of hours per week
 - (10) Hourly rate of pay
 - (11) Total salary
 - (12) Faculty member signature, date, Social Security Number
 - (13) Program Director signature and date

 - b. The Vice President responsible for the program will receive, review, and approve the Temporary Faculty Agreement.

 - c. The Chief Business Officer will receive, review for availability of funds, and approve.

 - d. The employment agreement must be signed by the President and the HR Director.

 - e. The Program Director will provide a copy to the employee, retain a file copy, and forward the original to the Business Office.

 - f. The Business Office will implement payroll data input.

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PROCEDURE**

SECTION B – BUSINESS AND FINANCIAL AFFAIRS

Title DOCUMENTATION OF FEDERAL PROGRAMS PAYROLL CHARGES	Number B-3.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 3 of 3

2. Part-Time Employment Agreement
 - a. The Program Director, in conjunction with the part-time employee, will provide the following:
 - (1) Employee name, address, and Social Security Number
 - (2) Service to be provided
 - (3) Hours
 - (4) Days
 - (5) Location
 - (6) Beginning and ending dates
 - (7) Hourly rate
 - (8) Total hours
 - (9) Total funds
 - (10) Employee signature and date
 - (11) Program Director signature and date
 - b. The Vice President responsible for the program will receive, review, and approve the Part-Time Employment Agreement.
 - c. The Chief Business Officer will receive, review for availability of funds, and approve.
 - d. The Employment Agreement must be signed by the President and the HR Director.
 - e. The Program Director will provide a copy to the employee, retain a file copy, and forward the original to the Business Office.
 - f. The Business Office will implement payroll data input.
3. Timesheet
 - a. The Program Director, in conjunction with the employee, will provide the following (on part-time faculty and staff) on a monthly time sheet:
 - (1) Employee name
 - (2) Course (or program)
 - (3) Month, date, and hours of work
 - (4) Certification by employee signature and date
 - (5) Certification as administrator by Program Director's signature and date
 - b. The Vice President responsible for the program will receive, review, and initial by the Program Director's signature.
 - c. The Business Office will receive, verify information with applicable agreement, compute payroll data, and provide input to payroll system for check writing and account posting.