

## **Corporate Payroll Services Procedures for Document Submission while Duke Employees are Working Remotely**

The interim procedures outlined in this document have been designed by Corporate Payroll Services in an effort to support our partners working remotely as part of the institution's response to COVID-19.

### **Authorized users of this process:**

- Department Payroll Representative
- HR Managers and Business Managers

### **General Guidelines:**

All electronic documents should be emailed to [payroll@duke.edu](mailto:payroll@duke.edu) unless otherwise instructed by a Corporate Payroll Services team member due to special circumstances.

- Documents will be accepted only from official Duke E-mail addresses from designated departmental approvers.
- The email subject line should include the form type and the department name. The entire email string should be included.
  - Example: Gross Adjustments – DHTS
- Departments must submit a separate email for each document type.
  - For example, if a department needs to submit both gross adjustments and biweekly supplement spreadsheets, these should be sent in separate emails.
- All documents should be typed and must be legible.
- The document preparer and approver must be two different people.
- When submitting documents, a list of all employees whose documents are being submitted should be included in the cover email.
- Approvers, at each process step, should include the following statement in the email text when submitting approved documents for processing to Corporate Payroll Services.

*“This email confirms that I have thoroughly reviewed and approve all personnel related information in the attached documentation including changes in status. This review and approval includes hours to be added or subtracted from time reports for non-exempt employees and any applicable adjustments for exempt employees. I attest that all the information included is appropriate and true. I authorize Corporate Payroll Services to process this documentation in accordance with Duke University and/or Duke Health System payroll policies.”*

- Documents should be submitted in conjunction with the deadlines on the Payroll Calendars for [Exempt](#) and [Non-exempt](#) employees.
- In all situations, it is best if documents are printed and signed by both preparers and approvers. They can then be scanned to move to the next steps of the approval process. Instructions are written below if printers or scanners are not available for document preparers.

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- Since Corporate Payroll Services may need to contact departments with questions about the forms, please forward phones or leave alternate contact information on voicemail to ensure someone can be reached. We want to ensure that no employee payments are delayed.
- This procedure provides guidance on the most common documents. In the event you need to submit documents that are not outlined in this procedure, please contact Corporate Payroll Services at 919-684-2642 or via email at [payroll@duke.edu](mailto:payroll@duke.edu) before submitting the document.
- Follow up communications will be distributed if procedures change during the process. Please visit [www.payroll.duke.edu](http://www.payroll.duke.edu) for the most current information.

Document Name	Guidance	Applicable Employee Type
<b>Biweekly Supplement cards</b> for non-exempt employees who are due premiums that are not calculated in the Time and Attendance system.	<ul style="list-style-type: none"> <li>• Preparer completes the biweekly supplement card spreadsheet providing all information required on the spreadsheet. The preparer’s name should be included in “Prepared by Name” section.</li> <li>• Preparer emails spreadsheet to approver.</li> <li>• Approver reviews spreadsheet and enters “Approver Name.”</li> <li>• Approver submits spreadsheet to <a href="mailto:payroll@duke.edu">payroll@duke.edu</a>.</li> </ul>	Non-exempt
<b>Gross Adjustments</b> to override originally submitted time record.	<ul style="list-style-type: none"> <li>• Preparer completes the gross adjustment form. The form must be typed and the preparer’s name should be included in “Prepared by Name” section.</li> <li>• Preparer emails gross adjustment to approver.</li> <li>• Approver reviews, provides the “Approver Name”, prints, signs, and scans document.*</li> <li>• Approver submits document to <a href="mailto:payroll@duke.edu">payroll@duke.edu</a>.</li> <li>• Copies of time cards <b>do not</b> need to be attached.</li> </ul>	Non-exempt
<b>Leave of Absence</b> to begin, end, or change a leave status. <i>This guidance applies only to the Payroll Leave of Absence Form, not other LOA forms.</i>	<ul style="list-style-type: none"> <li>• Preparer completes the Payroll Leave of Absence. The form must be typed and the preparer’s name should be included in “Prepared by Name” section.</li> <li>• Preparer emails Leave of Absence to the HR Manager or Business Manager for approval.</li> <li>• HR Manager or Business Manager reviews, provides the “Department Name”, prints, signs, and scans document.*</li> <li>• Approver submits document to <a href="mailto:payroll@duke.edu">payroll@duke.edu</a>.</li> </ul>	Non-exempt and Exempt

<p><b>Paper Supplements</b> to delimit a supplement or avoid an overpayment.</p>	<ul style="list-style-type: none"> <li>• Preparer completes the paper supplement form. The form must be typed and the preparer’s name should be included in “Prepared by” section.</li> <li>• Preparer emails supplement to the HR Manager or Business Manager for approval.</li> <li>• Approver reviews the document and completes the “Authorized Departmental” line of the form.</li> <li>• Approver submits document to <a href="mailto:payroll@duke.edu">payroll@duke.edu</a>.</li> </ul>	<p>Exempt</p>
<p><b>Pay Exceptions</b> for exempt employees whose pay needs to be reduced or who need to have paid parental leave periods documented.</p>	<ul style="list-style-type: none"> <li>• Preparer completes the pay exception form. The form must be typed and the preparer’s name should be included in “Prepared by” section.</li> <li>• Preparer emails pay exception to the HR Manager or Business Manager for approval.</li> <li>• Approver reviews the document and completes the “Authorized Departmental Signature” line of the form.</li> <li>• Approver submits document to <a href="mailto:payroll@duke.edu">payroll@duke.edu</a>.</li> </ul>	<p>Exempt</p>
<p><b>Time cards</b> for non-exempt employees whose time cards were not submitted/approved via Time and Attendance or Electronic Time Card system.</p>	<ul style="list-style-type: none"> <li>• Departments should send specific communication to all employees instructing them to submit time cards using the Time and Attendance system or Electronic Time Reporting system (whichever is applicable) while working remotely.</li> <li>• Corporate Payroll Services will run the following and send lists to entity leaders in advance of supervisor lockdown. <ul style="list-style-type: none"> <li>○ Unapproved time cards – Time and Attendance and Electronic Time Cards</li> <li>○ Unsubmitted – Electronic Time Cards</li> <li>○ Critical Exceptions – Time and Attendance</li> </ul> </li> <li>• In the event time cards are not approved by lock down, the department will coordinate directly with Corporate Payroll Services to submit necessary documents.</li> </ul>	<p>Non-exempt</p>

*\*In the event, a printer with scanning options is not available, the departmental representative may have authorized access to Adobe Sign. The department should coordinate with OIT/DHTS prior to using the software.*