Full-Time Transmittal Procedures

- Transmittals are distributed to supervisors by mail on the 10th of each month and due back on the 15th.
- The full-time pay period is the first day of the current pay month thru the last day of the current pay month.
- Gather all information to report on the transmittal prior to the transmittal reporting period beginning on the 10th of each month. This includes employee leave forms, comp time sheets and hire dates for new employees. It is the responsibility of the payroll supervisor to monitor employee's hours worked, sick and annual leave hours and comp time. Please make sure all forms are accurate and complete with required signatures.
- Review each employee's contract appearing on your transmittal for payment. There is a space provided for any additional 'Comments' pertaining to that employee, example FMLA, other leave categories reported, etc. If you have a new hire beginning by the 15th of the pay month, please write the employee's name and beginning date of employment at the bottom of the transmittal. Full-time employees hired after the 15th of the month will typically be paid the following month. Contract numbers begin with the following:
    - Fxxxxxxxx Full-Time Faculty Contract
    - Nxxxxxxxx Full-Time Non-Instructional Contract
    - Pxxxxxxxx Full-Time Employee, (30-35 hours per week)
- Enter "Y" below Okay to Pay if your employee is in pay status (working or has leave hours) for the current pay period. If your employee has submitted a leave request indicating without pay or is in a no pay status and has exhausted all of his/her leave, enter the number of hours below Hrs Without Pay. These hours will be deducted from the employee's current month wages. Important reminder: The full-time pay period is the first of the month thru the end of the month. Payroll transmittals are due by the 15th of each month, therefore employees who are in a no pay status or have exhausted all of his/her leave, must be tracked up to the point of processing payroll.
- Enter total vacation, sick and bonus leave hours from your leave absentee forms. Please write "other" leave taken to the right side. The total hours appearing on your transmittal are the employee's leave balances at the end of the previous month and does not include the current month's accrual.
- Sign and date your transmittal. The person assigned to the transmittal should also sign (verification he/she has reviewed and authorize the completed transmittal).
- Make a copy of the transmittal and all forms submitted for your records.
- Drop off your transmittal folder, including your completed transmittal, original copies of leave forms and original copies of comp time sheets at the Business Office. There is a box located at the reception area and a log sheet for you to sign and enter the date of return. Please do not place your transmittal in the inside mail.

Questions on adding/removing full-time contracts on your transmittal or need to setup a new transmittal? Please contact Robbi Badgett, ext. 1007.