

Part-Time Transmittal Procedures

1. Transmittals are distributed to supervisors by mail on the 10th of each month and are due back on the 15th.
2. The part-time pay period is the 11th of the previous month thru the 10th of the current pay month.
3. Submit all part-time hourly contracts to Human Resources by the 1st of each month. All contracts received by this date will appear on the transmittal, therefore there should be no need to add any contracts to the transmittal. Adding a contract to the transmittal is an **exception**. Any contracts added to the transmittal not received in payroll by the time transmittals are due will be paid the following month. Payroll will notify you when employees on your transmittal will not be paid.
4. Gather all time sheets by the 10th of each month to report on the current month's transmittal.
5. Review each employee's contract appearing on your transmittal for accuracy, including contract #, employee position, employee role, GL pay code, hourly rate of pay, contract start/end dates and contract hours.
6. Enter total '**Hours Worked**' by each contract. The dates on the employee's timesheet should match the contract dates. If an employee works more hours than has remaining on the contract, an additional contract will need to be generated.
7. Sign and date your transmittal. The person assigned to the transmittal should also sign (verification he/she has reviewed the completed transmittal).
8. Make a copy of the transmittal for your records. Do not turn timesheets in to payroll, please keep with your records.
9. Drop off your transmittal folder in 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.**