

Mountwest Administrative Procedure

Relocation of Payroll function from Business Services to Human Resources & Employee Development

This procedure sets forth the relocation of the Payroll operation for Mountwest Community & Technical College. This restructuring is necessary to align financial resources with human resource activities which would be beneficial to the college.

Effective July 1, 2013 Business Services Payroll function will report to Human Resources & Employee Development. Over the course of summer 2013, payroll office will relocate to an area/office in Human Resources on the ground floor, G12.

So much of what involves payroll inputs and processes is predicated by human resources activities and operations. This relocation will be advantageous in enabling Human Resources & Employee Development to process personnel activities in a more expeditious manner. Employees will be better served having one area of operation.

Business Services will continue to review and reconcile payroll activities as well as receive financial information from the State and will copy Human Resources. Business Services will involve Human Resources in the financial processes, i.e., WV-11s, EPICS/OASIS, etc. Human Resources & Employee Development will in turn notify Business Services of any financial issues.

The Personnel Action Reports (PARs) will be sent to Business Services first for review and approval. The Chief Financial Officer or appointed alternate(s) will sign the PARs (if approved) and send to Human Resources & Employee Development. Payroll and Human Resources will no longer receive PARs until Business Services has approved the request.

Employees in payroll operations will report to the Director of Human Resources & Employee Development. Business Services will continue to be instrumental in payroll processing, but the Director of Human Resources will be the reporting official.

Effective date: July 1, 2013

Approved by: _____

