

Pine Technical College

Policy and Procedure

Policy Number: 503 **Date:** 12/21/98 **Revision Date:** 12/21/2000

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Subject: Payroll Distribution Change

Authorities:

Purpose:

The purpose of this policy is to define a process through which payroll costs are reallocated between cost centers in order that payroll expenditures accurately reflect college operations and are properly accounted for according to State of Minnesota and MnSCU guidelines.

Policy:

Payroll costs are the college's largest single expenditure. In order to meet the changing needs of the college, it is often necessary to reallocate these costs between cost centers. It is important that cost centers reflect accurate payroll expenditures so that they are a true representation of the college's operations. Payroll costs must also be accurately reported in the college's financial statements based on State of Minnesota and MnSCU guidelines. These and other operating costs are used as a basis for the distribution of future state appropriations. It is the policy of Pine Technical College that the following procedures be implemented to reallocate payroll costs between cost centers.

Procedure:

When it becomes necessary to reallocate payroll costs between cost centers, the appropriate manager(s) will work with the Business and Human Resource Offices to determine the correct payroll distribution and to ensure that sufficient funds are in place.

The attached Payroll Distribution Change form will be completed and approved by the cost center, unit, and division manager(s) and by the President.

The approved Payroll Distribution Change form will be forwarded to the Business Office for determination of sufficient funds.

The Human Resource Office will modify the payroll distribution according to the information contained on the Payroll Distribution Change form.

If a cost center lacks sufficient funds for a requested change, the Payroll Distribution Change form will be returned to the requesting cost center manager.

After processing, a copy of the Payroll Distribution Change form will be returned to the cost center manager to indicate that the change has been made.

Responsibilities:

Responsibilities are assigned according to the procedures established above.

Dissemination:

Standard dissemination

Reviewed by Executive Cabinet: 12/21/98

Reviewed by Faculty Senate: 01/13/99

Reviewed by:

Approved: 12/21/98