

NEW PAYROLL POSITION CODES PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

A copy of new and approved position descriptions should be submitted to the Director of Financial Services and Purchasing by the individual that the person will report to and/or the designee prior to making an offer of employment. The Director of Financial Services and Purchasing will assign a general ledger account number to this position for payroll purposes. This will expedite the processing of the employee once an individual has been hired for the position. When Financial Services receives notification that an employee has been hired, the Payroll and Benefit Specialist will generate a position code for the assigned general ledger account number within the payroll module.

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