Santa Rosa Junior College

Program Resource Planning Process

Payroll 2022

1.1a Mission

The mission of the Payroll Department is to process accurate and timely payroll for all employees of Santa Rosa Junior College while maintaining compliance with IRS, Retirement, and Labor laws as well as ensuring confidentiality, high ethical standards, trust, and providing excellent customer service to the unique needs of a diverse campus community.

1.1b Mission Alignment

On a general level, the Payroll Department provides the personal and financial support required by the faculty and staff who directly cultivate learning to our diverse community. At the student level, the Payroll Department assists student employees in attaining knowledge regarding general payroll procedures, taxes, etc. which helps them with financial planning.

1.1c Description

The Payroll Department processes 24 payrolls per year for Faculty, Administration, Classified Staff, Student Employees, Adjunct Faculty, Community Education, and STNC and Professional Expert employees. It is also responsible to ensure compliance with IRS Regulations and Retirement Laws such as the 403(b) plan, IRC 125 plan, Health Savings Accounts, 457 plan, STRS, PERS, Cash Balance, Social Security, and Fidelity Investments. In addition, the Payroll Department also processes payroll related general ledger transactions, accounts receivable, accounts payable, and payments for the District's LTD and Unemployment Insurance plans. Payroll oversees the production of all W2's and adjustments associated with accurate reporting of information. The Payroll Office serves the students, faculty, staff, management and general public.

The Payroll Department continually monitors legislative changes, and other mandates, that affect payroll withholdings, deduction limits, and required payroll reporting. This monitoring requires identifying areas in the Escape software that need modifications, develope new error listings, and continue to provide recommendations to enhance the software to meet the customized needs of Santa Rosa Junior College.

Pension Reform and legislative changes for Retirement laws continue to progress. We are attending all meetings pertaining to retirement law changes and system changes for CalPERS and CalSTRS

1.1d Hours of Office Operation and Service by Location

The Payroll Department is open Monday through Friday from 8:00 a.m. to 5:00 p.m during regular semesters.

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

The budget is allocated and used effectively. Major supplies include printing and purchasing of security envelopes for paychecks, timesheets, and paper.

As of July 1, 2010, with ESCAPE, the District is printing it's own W2 Forms.

Payroll records need to be kept permanently. A huge undertaking of archieving records back dated to 1960's has started. All termed employee files that were pending have been scanned. Current timesheets are being regularly scanned.   Permananent records are stored at the Windsor Warehouse.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	07	07	$400,000.00	The Payroll department is required to keep many records forever and the ink is quickly becoming unreadable on many documents. Old records have been scanned and current documents are being scanned on an ongoing basis after each payroll.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Payroll Technician	40.00	12.00	Faculty, Administration, Classified Payroll
Payroll Technician	40.00	12.00	Adjunct Faculty Payroll
Payroll Technician	40.00	12.00	Student, STNC, Community Education Payroll, Certificated Timesheets
Payroll Specialist	40.00	12.00	Oversee Adjunct Faculty/Overload payroll, ESCAPE Employee Portal, Health Savings Account, EDD Audit, Garnishments, assist with Audits of all Payrolls, oversee the scanning project, terminations of employees in ESCAPE in collaboration with HR, Adjunct Faculty Retirement, higher level ESCAPE employee set up and maintenance

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Payroll Manager	40.00	12.00	Oversee all payroll functions
Payroll Analyst	40.00	12.00	Tax Sheltered Annuities, IRC 125, Health Benefits, Negotiations, oversee Regular and STNC payroll, general payroll related questions

2.2c Current STNC/Student Worker Positions

	0.00	0.00	
	0.00	0.00	
	0.00	0.00	

2.2d Adequacy and Effectiveness of Staffing

The staffing ratio for Payroll is below the District average as are the average salary costs for the unit.

While the staffing ratio is below the District average, the Payroll Department is very efficient in meeting District needs.

Should SRJC consider switching to a different software for HR, Payroll & Finance, as a result of the ERP, Payroll will need additional Staff.

2.2e Classified, STNC, Management Staffing Requests

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

All applicants are requested to complete a diversity statement that is reviewed by the hiring committee.

All Payroll Staff communicates in a professional and confidential manner with staff and students while remaining sensitive to their culture and needs.

3.3 Cultivate a Healthy Organization

Staff is encouraged to attend retirement workshops, software training, and advisory committee meetings. Staff is also encouraged to attend Professional Development workshops conducted by the Staff Development Office on campus as well as taking classes to enhance their knowledge or skills

3.4 Safety and Emergency Preparedness

Terri McBride-Payroll Technician is the Payroll Department's Safety Representative

3.5 Establish a Culture of Sustainability

Payroll is trying to limit it's printing, work on electronic PAF's and save to ESCAPE.

In 2020, due to the transition to remote work enviroment during the Pandemic, Payroll has implemented an electronic process to elimated individual timesheets, printing of PAFs, deduction forms, and any other payroll related documents.

Staff is also attaching PAFs and other documents to the individual ESCAPE records for the employees.

4.1a Course Student Learning Outcomes Assessment

The Payroll Office does not assess Student Learning Outcomes. However, we do support our Students by providing guidance on tax related issues, payroll issues, and assist our International Students with laws pertaining to their visas and employment status

4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Payroll Guidance to Students	X	X		X	X			X	X	X	X		X		X	X

4.2b Narrative (Optional)

Students learn about labor law, taxation, IRS resources and where to obtain information pertaining to their finances.

5.0 Performance Measures

Employees/W2	3165 W2's processed in 2019 12 Manual Payrolls processed for correct W2's $101,145,135 of gross wages processed calendar year 2019 Over 3500 PAF's processed for Faculty, Mgmt, Classified, Adjunct Faculty, STNC, Community Ed, and Instructional Assistants FY 19/20 Approximately 15000 timesheets processed for Master and Individual PAF's FY 19/20 198 Payroll Expenditure transfers processed FY 19/20 Approximately 1700 Schedule Change Forms processed for Adjunct Faculty FY 19/20 200 Unemployment Benefit Audits FY 19/20 Over 1000 New Hired employees paperwork processed Over 1000 termed employee paperwork processed in the system and retirement processing including buybacks etc.
Checks processed	27,629Paychecks/Automatic Deposits calendar year 2019 1611 Deduction checks, APY, Adjustments, Hand Warrants, administrative fees, unemployment taxes, LTD payments calendar year 2019
Participants of Tax Deferred Compensation Plans	231 participants-403(b) & 457 plans 2019 $2,726,763 contributions processed 403(b) and 457 plan for 2019

	Over 1700 changes/research/inquiries for STRS,PERS, 403(b) and 457 plans
Participants on Health Benefits	Over 1100 employees on health benefits Over 655 manual changes processed in system
Participants on IRC 125 Plan/HSA plans	136 participants for out-of-pocket expenses/dependent care $282,285 contributions deferred for reimbursement for 2019 $233,064 processed for health benefits through IRC 125 plan for 2019
Active employees participating in a retirement program	Over 2,700 in STRS/PERS/Cash Balance/Fidelity $7,594,400.00 employee contributions & 14,836,382 employer for calendar year 2019 Approximately over 1600 inquiries, adjustments, buybacks, etc pertaining to retirement
Number of deductions processed	Over 1200 changes to voluntary deductions for calendar year 2019 Over 1200 documents processed for garnishments including deductions on a monthly basis. $63,556,103 amount of deductions processed calendar year 2019

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	00	07	Ensure optimal payroll services	No payrolls missed		

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	00	07	Ensure optimal payroll services	No payrolls missed		