

Santa Rosa Junior College

Program Resource Planning Process

Payroll 2023

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, develop 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 and paper.

Payroll records need to be kept permanently. A huge undertaking of archiving records back dated to 1960's has started. All termed employee files that were pending have been scanned. Current timesheets are being regularly scanned. Permanent 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 Specialist | 40.00 | 12.00 | Faculty, Administration, Classified Payroll, Associate Faculty Payroll, STNC, Professional Experts, and Student Payrolls, ESCAPE Employee Payroll, EDD Audits, Garnishments |
| Payroll Specialist | 40.00 | 12.00 | Faculty, Administration, Classified Payroll, Associate Faculty Payroll, STNC, Professional Experts, and Student Payrolls, ESCAPE Employee Payroll, EDD Audits, Garnishments |
| Payroll Specialist | 40.00 | 12.00 | Faculty, Administration, Classified Payroll, Associate Faculty Payroll, STNC Professional Experts, and Student Payrolls, ESCAPE Employee Payroll, EDD Audits, Garnishments |

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, assist with overseeing all payrolls, retirement regulations and reporting, general payroll related questions |

2.2c Current STNC/Student Worker Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|----------|-------|-------|------------|
| | 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.

Due to retirement, Payroll Dept has eliminated Payroll Technician Classification, reclassified positions to Payroll Specialist and eliminated 1 FTE in the department

2.2e Classified, STNC, Management Staffing Requests

| Rank | Location | SP | M | Current Title | Proposed Title | Type |
|------|------------|----|----|-----------------|---------------------|------------|
| 0001 | Santa Rosa | 03 | 00 | Payroll Analyst | Payroll Coordinator | Classified |

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 Academic Quality

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3.2 Student Success and Support

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 Responsiveness to Our Community

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

3.4 Campus Climate and Culture

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

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 | 2775 W2's processed in 2022 12 Manual Payrolls processed for correct W2's \$106,569,940 of gross wages processed calendar year 2022 |
| Checks processed | 24846 Paychecks/Automatic Deposits calendar year 2022 1582 Deduction checks, APY, Adjustments, Hand Warrants, administrative fees, unemployment taxes, LTD payments calendar year 2022 \$71,170,995 processed for vendor deductions and vendor liabilities |
| Participants of Tax Deferred Compensation Plans | 297 participants-403(b) & 457 plans 2022 \$2,985,904 contributions processed 403(b) and 457 plan for 2022 |
| Participants on Health Benefits | Over 1100 employees on health benefits |
| IRC 125 Plan/HSA plans | \$115,607 contributions deferred for reimbursement for 2022 \$360,673 processed for health benefits and dependent care through IRC 125 plan for 2022 |
| Active employees participating in a retirement program | Over 2,700 in STRS/PERS/Cash Balance/Fidelity \$31,028,108 employee and employer contributions to retirement plans |

| | |
|--|----------------------------------------------------------------------------------------|
| | Approximately over 1700 inquiries, adjustments, buybacks, etc pertaining to retirement |
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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 | | |