

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Payroll 2024***

#### **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, Associate Faculty, 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, Fidelity Investments, and Commuter Benefits. In addition, the Payroll Department also processes garnishments, 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 archieving records back dated to 1960's has been completed. Due to vendor changes, we are working with the new company to troubleshoot technical glitches in retrieving scanned documents.

Due to Covid Shelter in Place, Payroll has started saving payroll documents such as hire paperwork, PAFS, timesheets and all other payroll related documents on the Payroll Shared Drive. Those are the permanent records.

Past 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 Specialist	40.00	12.00	Faculty, Administration, Classified Payroll, Associate Faculty Payroll, STNC, Professional Experts, and Student Payrolls, ESCAPE Employee Payroll, EDD Audits, Garnishments
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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
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## 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

Following retirements are pending in the payroll department:

Payroll Manager: July 1, 2025

Payroll Specialist: September 2025

Payroll Analyst: May 2026

Payroll Specialist: Anticipated in Feb-June 2027. Definitely will not be extended beyond June 2027.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	03	00	Payroll Specialist		STNC

## 2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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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
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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
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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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 are encouraged to attend retirement workshops, software training, and advisory committee meetings. Staff are 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

### **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 are 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
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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	2733 W2's processed in 2023 9 Manual Payrolls processed for correct W2's \$111,737,400 of gross wages processed calendar year 2023
Checks processed	24377 Paychecks/Automatic Deposits calendar year 2023  1645 Deduction checks, APY, Adjustments, Hand Warrants, administrative fees, unemployment taxes, LTD payments calendar year 2023  \$76,489,065 processed for vendor deductions and vendor liabilities
Participants of Tax Deferred Compensation Plans	317 participants-403(b) & 457 plans 2023 \$3,151,483 contributions processed 403(b) and 457 plan for 2023
Participants on Health Benefits	Over 1100 employees on health benefits
IRC 125 Plan/HSA plans	\$274,143 contributions deferred for reimbursement for medical and dependent care expenses for 2023

Active employees participating in a retirement program	Over 2,700 in STRS/PERS/Cash Balance/Fidelity \$29,142,040 employee and employer contributions to retirement plans Approximately over 2000 inquiries, adjustments, buybacks, etc pertaining to retirement

## 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		