

# Santa Rosa Junior College

## Program Resource Planning Process

### Payroll 2016

#### 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, 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, developed 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 copies of the voluntary deduction checks and the backup at the District site. These tasks were previously done at SCOE. In addition, the District also 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. STNC Permanent records are stored at the Windsor Warehouse. Imaging these records has begun. Training for in-house scanning of current paperwork is in progress.

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	00	00	\$0.00	The District is processing over 2000 manual timesheets a month. Electronic timecard process needs to be researched.
0001	Santa Rosa	00	00	\$400,000.00	The Payroll department is required to keep many records forever and the ink is quickly becoming unreadable on many documents. We must start digitally imaging these records before they are lost forever. We have purchased scanning equipment in 2012/2013. Current day to day info is scheduled to be implemented in Aug 2013. Backlog is being worked on.

### 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	Instructional Assistants, STNC, Community Education, Student Payroll
Payroll Specialist	40.00	12.00	403(b), IRC 125 Plan, Retirement, CalPERS 457 plan, oversee Adjunct Faculty/Overload payroll

### 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

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.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	05	07		Payroll Assistant	STNC

## 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 and Software Requests

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

### 2.4d Non-Instructional Equipment, Software, and Technology 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

## 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 Worker

## 3.5 Establish a Culture of Sustainability

n/a

#### 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	<p>3494 W2's processed in 2015  12 Manual Payrolls processed for correct W2's  \$90,674,622 of gross wages processed calendar year 2015  Over 9400PAF's processed for Faculty, Mgmt, Classified, Adjunct Faculty, STNC, Community Ed, and Instructional Assistants  Over 17,000 timesheets processed for Master and Individual PAF's  20 Payroll Expenditure transfers processed  3243 Schedule Change Forms processed for Adjunct Faculty  250 Unemployment Benefit Audits  1132 New Hired employees paperwork processed  Over 1000 termed employee paperwork processed in the system and retirement processing including buybacks etc.</p>
Checks processed	<p>29426 Paychecks/Automatic Deposits calendar year 2015   1602 Deduction checks, APY, Adjustments, Hand Warrants, administrative fees, unemployment taxes, LTD payments calendar year 2015</p>
Participants of Tax Deferred Compensation Plans	<p>270 participants-403(b) &amp; 457 plans 2015  \$2,223,224 contributions processed 403(b) and 457 plan for 2015   approximately 1451 changes/research/inquiries for STRS,PERS, 403(b) and 457 plans</p>
Participants on Health Benefits	<p>Over 1100 employees on health benefits  Over 655 manual changes processed in system</p>
Participants on IRC 125 Plan/HSA plans	<p>149 participants for out-of-pocket expenses/dependent care   \$265,760 contributions deferred for reimbursement for 2015   \$215,000 processed for health benefits through IRC 125 plan</p>

Active employees participating in a retirement program	Over 2,700 in STRS/PERS/Cash Balance/Fidelity \$6,012,715 employee contributions & \$7,993,626 employer for calendar year 2015 Approximately over 1175 inquiries, adjustments, buybacks, etc pertaining to retirement
Number of deductions processed	Over 2000 changes to voluntary deductions for calendar year 2015 Over 1000 documents processed for garnishments including deductions on a monthly basis. \$51,664,287.39 amount of deductions processed calendar year 2015

## 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	To ensure accurate payroll processing	Not miss any payroll runs	Annual	



## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	No payroll runs missed

## 6.2b PRPP Editor Feedback - Optional

—

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		