



LONG ISLAND UNIVERSITY

PAYROLL POLICY

PURPOSE

The purpose of this policy is to comply with the University's mission of providing quality financial, accounting, and information services that foster a culture of responsible stewardship and sound fiscal management of Long Island University resources. This policy is applicable to all members of the University community and applies to all locations and operations of the University.

STATEMENT OF POLICY

It is the University's policy to process accurate and timely payments to employees, comply with governmental regulations, and provide exceptional customer service in keeping with the high standards promoted by the University.

The Payroll Department oversees all University's payroll-related functions. The Payroll Office is responsible for scheduling and processing payroll in compliance with federal, state and local laws and regulations as well as union contracts. In addition, the Office handles leave-taken and hours-paid calculations, tax withholdings, non-benefit employee deductions, issuance and distribution of direct deposit and net paychecks, payments for deductions and union benefits, and general ledger posting. The Department, a unit of the Office of the Controller's Office in the, also provides input into tax compliance matters, including those involving payroll system configuration, accounting responsibilities, issuance of annual employee tax statements (Forms W-2) and the filing of employer tax returns.

University policy prohibits the commencement of employee services to the University prior to the formal on-boarding of employees by Human Resources in the PeopleSoft system and the issuance of an employment letter.

PROCEDURES

For Standard Operating Procedures and procedural expectations associated with this Policy, refer to:

[Long Island University Standard Operating Procedure- Payroll \(SOP LIU F-C-1004\)](#)

[Long Island University Standard Operating Procedure- Academic Workload \(SOP LIU F-B-1004\)](#)

POLICY TYPE: FINANCE