

Western Illinois University Foundation

Payroll Policy

Effective Date: 7/1/15

Responsible Departments: Foundation Accounting Office and areas that charge payroll expenses to Foundation funds

1. PURPOSE

To provide guidelines for the processing of payroll payments to individuals for services provided by using WIU Foundation funds.

2. APPLICABILITY

This policy is applicable to every University department, administrative office, and affiliated organization involved in handling any payroll to be paid using WIU Foundation funds.

3. POLICY

The Western Illinois University Foundation has the authority and responsibility for establishing policies and procedures for payroll from WIU Foundation funds.

4. PAYMENTS TO WIU EMPLOYEES

Salary and wage payments for employees of the University as a continuation of the employee's normal duties must be processed through the Payroll Office where appropriate deductions are withheld. Funds are transferred from the Foundation to the University to accommodate this process. Other benefits negotiated as part of employment should go through the salary and wage payments process. Those benefits may include, but are not limited to, mobile phone stipends and parking permits.

Regardless of whether the service is provided as a continuation or outside the individual's normal duties, the amount transferred will include fringe benefits. The WIU Foundation will charge a fringe percentage on the portion of the contractual wage paid through the Foundation equal to what is charged for similar salaries processed through Sponsored Projects grants. To estimate the amount that will be needed to cover the expenditure, contact the WIU Foundation for the current fringe rate, which will be based on the services rendered, payment type, and contracts already in place.

Departments that pay regular contractual wages/regular base salary (or a portion of such wages) through the WIU Foundation will be charged a fringe percentage on the portion of the contractual wage paid through the Foundation equal to what is charged for similar salaries processed through Sponsored Projects grants. The fringe percentage is used to cover both actual benefits and estimated accrued benefits. The fringe percentage may

change each fiscal year. Example: If 10% of an individual's base salary is paid through the Foundation, the department would pay the 10% salary plus the current fringe percentage rate through their Foundation fund.

Departments that pay for work beyond that covered by the regular contractual wages/regular base salary of an employee (or a portion of such wages) through the WIU Foundation will be charged a fringe percentage on the portion of the contractual wage paid through the Foundation equal to what is charged for similar salaries processed through Sponsored Projects grants. The fringe percentage is used to cover both wages and actual benefits. The fringe percentage may change each fiscal year. Example: If an employee receives a lump sum contract for \$5,000 for additional duties performed to be paid using Foundation funds, the department would pay the \$5,000 salary plus the current fringe percentage rate through their Foundation fund.

Academic & Professional Staff (Non-Civil Service)

If the service provided is outside the individual's normal duties, a Supplemental Payment Request form should be completed. This form is available at <http://www.wiu.edu/provost/forms>. All sections must be completed and all approvals obtained before payment can be made. These forms are processed on the monthly payroll cycle with pay dates on the 1st. The Budget Department Number on the form should be the specific Foundation account that the wages and related benefits will be charged to. Appropriate deductions will be withheld.

Civil Service Employees

If the service provided is not related to the employee's current job and will not be performed during regular work hours unless accrued leave or time without pay is approved by the employee's current unit supervisor, a Request for Lump Sum Payment form should be completed. This form is available at http://www.wiu.edu/vpas/human_resources/forms. All sections must be completed and all approvals obtained before payment can be made. These forms are processed on the semi-monthly payroll cycle with pay dates on the 1st or 16th. Appropriate deductions will be withheld. The Budget Department Number on the form should be the specific Foundation account that the wages and related benefits will be charged to.

5. PAYMENTS FOR GRADUATE ASSISTANTS

Foundation funds can be used to pay Graduate and Research Assistants provided adequate funds are available in the departmental budget. A Graduate / Research / Teaching Support Assistantship Contract Request form must be completed. Please contact the Grad Office for assistance. The Budget Number should be the specific Foundation account that the wages and related benefits will be charged to.

6. PAYMENTS FOR STUDENT EMPLOYMENT

Foundation funds can be used to pay student employees provided adequate funds are available in the departmental budget. Please contact the Financial Aid office for forms and instructions. The Budget Department Number will be 538740 and the specific Foundation account that the wages and related benefits will be charged to should be entered on the SAUP screen.

7. PAYMENTS TO NON-WIU EMPLOYEES

Non-WIU employees that are performing services occasional in nature and not on-going should be paid on a Request for Lump Sum Payment form. (If you have a question about whether a Non-WIU employee should be paid on Lump Sum or a Contract/Agreement for Professional Services, please contact the Foundation Office for determination).

The Lump Sum Payment form is available at <http://www.wiu.edu/vpas/humanresources/forms>. All sections must be completed and all approvals obtained before payment can be made. All additional forms noted in Section B must be provided. These forms are processed on the semi-monthly payroll cycle with pay dates on the 1st or 16th. Appropriate deductions will be withheld. The Budget Department Number on the form should be the specific Foundation account that the wages and related benefits will be charged to. Payment will not be made until the work has been completed.

8. CLARIFICATION

Requests for clarification of this policy should be directed to the Foundation Accounting Office at 309-298-1861.

Certified as approved by the Executive Committee of the Western Illinois University Foundation Board of Directors on:

Date 7-16-15


Brad Bainter, Executive Officer

References:

Review schedule: Every Three Years

Revision history: 03/2015 original policy, revised 05/2015, revised 7/2015