The Payroll Department is responsible for the preparation of all University payrolls and for University compliance with all rules and regulations pertaining to and/or resulting from payroll operations.

**LOCATION**

The Payroll Office is located in the Carlton J. Barber Administrative Building. Lower level rooms 6B, 6C, and 6D.

**PAYROLL CONTACTS**

Payroll Supervisor: Room 6D - Phone Number: (910) 672-1092, Fax Number: (910) 672-1492. Please contact (910) 672-1350 with any month end employee payroll-related questions. For bi-weekly payroll matters, please contact (910) 672-1093.

Payroll Department Email: payroll@uncfsu.edu

**PAYROLL DEPARTMENT RESPONSIBILITIES**

The Payroll Supervisor is responsible for the following:

- The supervisor establishes, monitors, and develops procedures to ensure sound and effective payroll operations.
- The supervisor oversees and supervises the overall activities and routine operations of the Payroll Department.

The Payroll Specialists report to the Payroll Supervisor and are responsible for the following:

- Computing salaries for all employees
- Preparation and verification of payroll data in banner for end of month (Longevity, Shift Premium, Short-Term Disability, Law Allowance, flat rate temporary and regular Monthly payrolls), Summer School and Summer Camps
- Preparation of checks for distribution on campus.
- Processing of all payrolls by the determined deadlines
- Verification of payroll reports (total for month end and year to date)
- Payroll deductions - statutory and non statutory
- Verification of salaries for employees for various agencies
- Payment by FSU checks for garnishments such as child support, default educational loans, IRS, NC Dept. Of revenue, County Taxes, Bankruptcies and City Taxes.
- Verification of wages for hourly and work study students.
- Distribution of payroll checks (bi-weekly and monthly payroll checks)

As part of the University business organization, the Payroll Office reports to the Associate Vice Chancellor of Human Resources.
The University Payroll Office processes the following payrolls:

- Monthly (end-of-the-month)
- Bi-weekly
- Summer School

**Monthly Payroll - End-of-the-month**

All EPA (Exempt from the State Personnel Act), SPA (Subject to the State Personnel Act), and temporary flat rate employees are paid on the last working day of the month.

**Bi-weekly Payroll**

All temporary hourly rate employees, work study and grant students are paid bi-weekly.

**Summer School**

All summer school faculty and graduate assistants that teach during the summer sessions are paid on the last day of the month July and August.

**Summer Camps and Program**

All employees working with camps and summer programs during the summer are paid Bi-weekly by the Payroll Department.