

 Research & Sponsored Programs UNIVERSITY OF DENVER	Office of Research and Sponsored Programs Policy Manual Payroll Processing
Supersedes Document Dated: 01/01/2021	Policy Number: ORSP-18
Recommended By: Director of Sponsored Programs Administration; Director of Disbursements Approved By: Senior Vice Provost for Research and Graduate Education	Effective Date: 08/15/2023

1. PURPOSE

To document the process for processing payroll for employees paid biweekly or monthly from Sponsored Program funds.

2. DEFINITIONS

- 2.1. Fund / Organization / Account / Program (FOAP) is the accounting code that is entered into the University financial system (Banner) to assign expenses to the department and/or Sponsored Program.
- 2.2. Sponsored Programs are programs or projects that are funded by an external entity through an award (grant, contract, or other instrument of agreement) to the University. Sponsored programs include research, instruction, and other sponsored activities.
- 2.3. Supervisor is the employee that has direct oversight and first-hand knowledge of the work performed by the employee, and has a Suitable Means to Verify, as that term is defined in the Certification of Effort policy (ORSP-08), the hours worked by the employee with relation to each Sponsored Program.
- 2.4. Timesheet is the document used to record the hours worked by an employee and the corresponding Banner code that indicates the department that is responsible for accounting for and verifying the hours worked and leave taken by an employee.

3. POLICY

University Financial Services is responsible for the processing of all employee payroll, including employees funded by Sponsored Programs. All payroll expenditures will be assigned an FOAP. All employees funded by a Sponsored Program will document the hours worked on a Sponsored Program on a complete and accurate Timesheet. The Supervisor will attest to the hours contained in a Timesheet by signing each Timesheet acknowledging the Timesheet is accurate to the best of their knowledge.

4. PROCESS

- 4.1. Employees paid on a biweekly basis will enter their hours into the University timekeeping system (Kronos), while employees paid on a monthly basis will enter their leave into Kronos. Employees with comply with all University policies on payroll processing.

- 4.2. The employee is responsible for completing a Timesheet that accurately reflects the total hours worked by that employee in the given period and specifying the applicable Sponsored Programs FOAP he work was performed for.
- 4.3. The Supervisor will, prior to each payroll deadline, approve each Timesheet for each employee to which they serve as supervisor.
- 4.4. University Financial Services will keep a record of all Timesheets for audit purposes.

5. RESOURCES

- 5.1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 CFR § 200