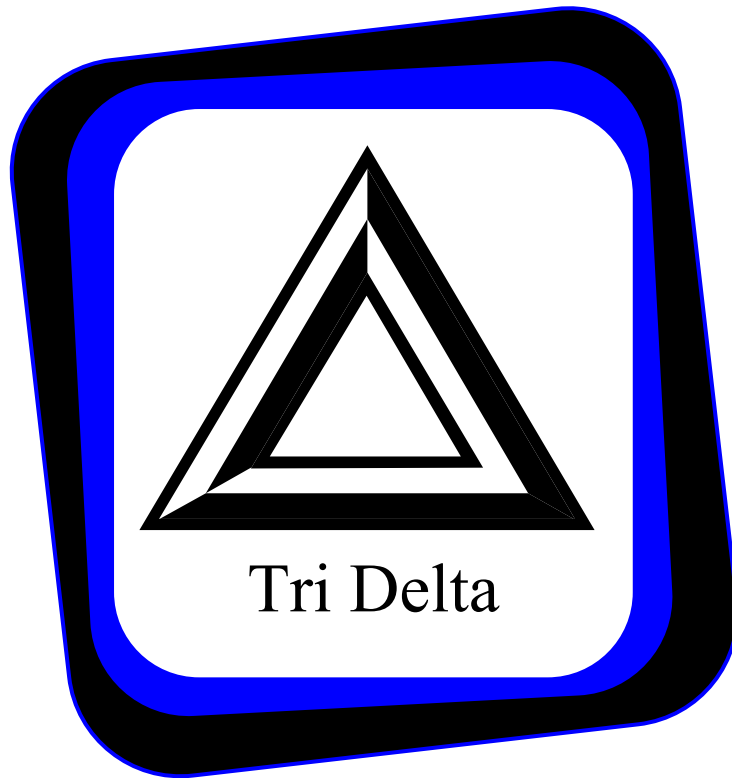


Payroll Partners



PAYROLL POLICIES & PROCEDURES

PAYROLL PARTNERS

Tri Delta Payroll Guide

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Payroll Partners is Your Partner for Payroll Services. We are committed to your total payroll satisfaction. Therefore, if you need any assistance or have any payroll-related questions please contact us.

We are an organization dedicated to providing the best customer service possible, and we are always available to help in any way we can. If a payroll policy or procedure is unclear, don't hesitate to call us at (817) 226-8111 or e-mail us at tridelta@payrollpartners.com.

For your convenience, we have included a glossary on pages 28-29 to clarify any unknown or foreign terms. Also, located near the end of the guide is an End of the School Year & Summer Payrolls section. Don't forget to read pages 24-25 before you leave for your summer vacation. You can find a list of these sections and others with the page numbers on the following Table of Contents page.

Payroll can be a time-consuming and tedious chore if you let it. Reading every section and becoming familiar with the payroll policies and procedures will make the payroll process run smoother for you.



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Tri Delta Payroll Groups

Find your chapter number and name under one of the five following groups. The groups are for payroll purposes only. Once you have located your chapter number and name, please refer to the Payroll Processing Schedule/Calendar for the Academic School Year that corresponds to the letter of your roll group. For Groups A-D, these are bi-weekly calendars, and for Group E the calendar is monthly.

A	Group
9014	Upsilon
9017	Mu
9023	Phi
9031	Theta Beta
9040	Delta Epsilon
9045	Alpha Beta
9049	Delta Iota
9058	Theta Kappa
9064	Delta Omicron
9070	Delta Rho
9086	Theta Upsilon
9135	Beta Lambda
9138	Beta Xi
9149	Gamma Alpha

B	Group
	Zeta
9011	Kappa
9015	Nu
9016	Omicron
9019	Pi
9030	Theta Alpha
9033	Theta Delta
9054	Delta Mu
9071	Delta Sigma
9077	Alpha Lambda
9080	Theta Tau
9142	Beta Sigma
9156	Gamma Theta

C	Group
9008	Eta
9024	Psi
9038	Theta Zeta
9044	Theta Theta
9052	Delta Lambda
9057	Theta Iota
9059	Alpha Eta
9062	Theta Lambda
9065	Theta Mu
9095	Alpha Sigma
9099	Theta Omega
9118	Phi Rho
9180	Epsilon Eta

D	Group
9006	Beta
9010	Iota
9022	Chi
9032	Theta Gamma
9043	Theta Eta
9056	Delta Xi
9066	Theta Nu
9068	Theta Xi
9074	Theta Pi
9092	Alpha Rho
9093	Delta Omega
9098	Phi Beta
9101	Alpha Psi
9136	Beta Mu
9157	Gamma Iota

E	Group
9002	Delta
9004	Omega Delta
9012	Lambda
9036	Delta Gamma
9067	Delta Pi
9081	Delta Chi
9085	Alpha Nu
9090	Alpha Pi
9109	Phi Kappa
9122	Phi Upsilon
9139	Beta Omicron
9007	Zeta

PAYROLL PROCESSING SCHEDULE

Group A

Chapter #

Chapter Name

Number of days in period	14
Number of days until info due	1
Number of days until pay day	7

Pay Period Begins	Pay Period Ends	Info Due By Date	Pay Date (check date)
7/3/2014	7/16/2014	7/17/2014	7/23/2014
7/17/2014	7/30/2014	7/31/2014	8/6/2014
7/31/2014	8/13/2014	8/14/2014	8/20/2014
8/14/2014	8/27/2014	8/28/2014	9/3/2014
8/28/2014	9/10/2014	9/11/2014	9/17/2014
9/11/2014	9/24/2014	9/25/2014	10/1/2014
9/25/2014	10/8/2014	10/9/2014	10/15/2014
10/9/2014	10/22/2014	10/23/2014	10/29/2014
10/23/2014	11/5/2014	11/6/2014	11/12/2014
11/6/2014	11/19/2014	11/20/2014	11/26/2014
11/20/2014	12/3/2014	12/4/2014	12/10/2014
12/4/2014	12/17/2014	12/18/2014	12/24/2014
12/18/2014	12/31/2014	1/1/2015	1/7/2015
1/1/2015	1/14/2015	1/15/2015	1/21/2015
1/15/2015	1/28/2015	1/29/2015	2/4/2015
1/29/2015	2/11/2015	2/12/2015	2/18/2015
2/12/2015	2/25/2015	2/26/2015	3/4/2015
2/26/2015	3/11/2015	3/12/2015	3/18/2015
3/12/2015	3/25/2015	3/26/2015	4/1/2015
3/26/2015	4/8/2015	4/9/2015	4/15/2015
4/9/2015	4/22/2015	4/23/2015	4/29/2015
4/23/2015	5/6/2015	5/7/2015	5/13/2015
5/7/2015	5/20/2015	5/21/2015	5/27/2015
5/21/2015	6/3/2015	6/4/2015	6/10/2015
6/4/2015	6/17/2015	6/18/2015	6/24/2015
6/18/2015	7/1/2015	7/2/2015	7/8/2015

PAYROLL PROCESSING SCHEDULE

Group B

Chapter #

Chapter Name

Number of days in period	14
Number of days until info due	3
Number of days until pay day	7

Pay Period Begins	Pay Period Ends	Info Due By Date	Pay Date (check date)
7/5/2014	7/18/2014	7/21/2014	7/25/2014
7/19/2014	8/1/2014	8/4/2014	8/8/2014
8/2/2014	8/15/2014	8/18/2014	8/22/2014
8/16/2014	8/29/2014	9/1/2014	9/5/2014
8/30/2014	9/12/2014	9/15/2014	9/19/2014
9/13/2014	9/26/2014	9/29/2014	10/3/2014
9/27/2014	10/10/2014	10/13/2014	10/17/2014
10/11/2014	10/24/2014	10/27/2014	10/31/2014
10/25/2014	11/7/2014	11/10/2014	11/14/2014
11/8/2014	11/21/2014	11/24/2014	11/28/2014
11/22/2014	12/5/2014	12/8/2014	12/12/2014
12/6/2014	12/19/2014	12/22/2014	12/26/2014
12/20/2014	1/2/2015	1/5/2015	1/9/2015
1/3/2015	1/16/2015	1/19/2015	1/23/2015
1/17/2015	1/30/2015	2/2/2015	2/6/2015
1/31/2015	2/13/2015	2/16/2015	2/20/2015
2/14/2015	2/27/2015	3/2/2015	3/6/2015
2/28/2015	3/13/2015	3/16/2015	3/20/2015
3/14/2015	3/27/2015	3/30/2015	4/3/2015
3/28/2015	4/10/2015	4/13/2015	4/17/2015
4/11/2015	4/24/2015	4/27/2015	5/1/2015
4/25/2015	5/8/2015	5/11/2015	5/15/2015
5/9/2015	5/22/2015	5/25/2015	5/29/2015
5/23/2015	6/5/2015	6/8/2015	6/12/2015
6/6/2015	6/19/2015	6/22/2015	6/26/2015
6/20/2015	7/3/2015	7/6/2015	7/10/2015

PAYROLL PROCESSING SCHEDULE

Group C

Chapter #

Chapter Name

Number of days in period	14
Number of days until info due	1
Number of days until pay day	7

Pay Period Begins	Pay Period Ends	Info Due By Date	Pay Date (check date)
7/10/2014	7/23/2014	7/24/2014	7/30/2014
7/24/2014	8/6/2014	8/7/2014	8/13/2014
8/7/2014	8/20/2014	8/21/2014	8/27/2014
8/21/2014	9/3/2014	9/4/2014	9/10/2014
9/4/2014	9/17/2014	9/18/2014	9/24/2014
9/18/2014	10/1/2014	10/2/2014	10/8/2014
10/2/2014	10/15/2014	10/16/2014	10/22/2014
10/16/2014	10/29/2014	10/30/2014	11/5/2014
10/30/2014	11/12/2014	11/13/2014	11/19/2014
11/13/2014	11/26/2014	11/27/2014	12/3/2014
11/27/2014	12/10/2014	12/11/2014	12/17/2014
12/11/2014	12/24/2014	12/25/2014	12/31/2014
12/25/2014	1/7/2015	1/8/2015	1/14/2015
1/8/2015	1/21/2015	1/22/2015	1/28/2015
1/22/2015	2/4/2015	2/5/2015	2/11/2015
2/5/2015	2/18/2015	2/19/2015	2/25/2015
2/19/2015	3/4/2015	3/5/2015	3/11/2015
3/5/2015	3/18/2015	3/19/2015	3/25/2015
3/19/2015	4/1/2015	4/2/2015	4/8/2015
4/2/2015	4/15/2015	4/16/2015	4/22/2015
4/16/2015	4/29/2015	4/30/2015	5/6/2015
4/30/2015	5/13/2015	5/14/2015	5/20/2015
5/14/2015	5/27/2015	5/28/2015	6/3/2015
5/28/2015	6/10/2015	6/11/2015	6/17/2015
6/11/2015	6/24/2015	6/25/2015	7/1/2015
6/25/2015	7/8/2015	7/9/2015	7/15/2015

PAYROLL PROCESSING SCHEDULE

Group D

Chapter #

Chapter Name

Number of days in period	14
Number of days until info due	3
Number of days until pay day	7

Pay Period Begins	Pay Period Ends	Info Due By Date	Pay Date (check date)
7/12/2014	7/25/2014	7/28/2014	8/1/2014
7/26/2014	8/8/2014	8/11/2014	8/15/2014
8/9/2014	8/22/2014	8/25/2014	8/29/2014
8/23/2014	9/5/2014	9/8/2014	9/12/2014
9/6/2014	9/19/2014	9/22/2014	9/26/2014
9/20/2014	10/3/2014	10/6/2014	10/10/2014
10/4/2014	10/17/2014	10/20/2014	10/24/2014
10/18/2014	10/31/2014	11/3/2014	11/7/2014
11/1/2014	11/14/2014	11/17/2014	11/21/2014
11/15/2014	11/28/2014	12/1/2014	12/5/2014
11/29/2014	12/12/2014	12/15/2014	12/19/2014
12/13/2014	12/26/2014	12/29/2014	1/2/2015
12/27/2014	1/9/2015	1/12/2015	1/16/2015
1/10/2015	1/23/2015	1/26/2015	1/30/2015
1/24/2015	2/6/2015	2/9/2015	2/13/2015
2/7/2015	2/20/2015	2/23/2015	2/27/2015
2/21/2015	3/6/2015	3/9/2015	3/13/2015
3/7/2015	3/20/2015	3/23/2015	3/27/2015
3/21/2015	4/3/2015	4/6/2015	4/10/2015
4/4/2015	4/17/2015	4/20/2015	4/24/2015
4/18/2015	5/1/2015	5/4/2015	5/8/2015
5/2/2015	5/15/2015	5/18/2015	5/22/2015
5/16/2015	5/29/2015	6/1/2015	6/5/2015
5/30/2015	6/12/2015	6/15/2015	6/19/2015
6/13/2015	6/26/2015	6/29/2015	7/3/2015
6/27/2015	7/10/2015	7/13/2015	7/17/2015

PAYROLL PROCESSING SCHEDULE

Group E

Chapter #

Chapter Name

Monthly Schedule

Pay Period Begins	Pay Period Ends	Info Due By Date	Pay Date (check date)
8/1/2014	8/31/2014	8/24/2014	9/1/2014
9/1/2014	9/30/2014	9/24/2014	10/1/2014
10/1/2014	10/31/2014	10/24/2014	11/1/2014
11/1/2014	11/30/2014	11/24/2014	12/1/2014
12/1/2014	12/31/2014	12/24/2014	1/1/2015
1/1/2015	1/31/2015	1/24/2015	2/1/2015
2/1/2015	2/28/2015	2/24/2015	3/1/2015
3/1/2015	3/31/2015	3/24/2015	4/1/2015
4/1/2015	4/30/2015	4/24/2015	5/1/2015
5/1/2015	5/31/2015	5/24/2015	6/1/2015
6/1/2015	6/30/2015	6/24/2015	7/1/2015
7/1/2015	7/31/2015	7/24/2015	8/1/2015

Tip Sheet

- **NEVER WRITE CHECKS TO EMPLOYEES.** You must always go through Payroll Partners.
- **Include your chapter number and name on all correspondence** with Payroll Partners. This includes all e-mails and faxes. If you don't know your chapter number, please refer to the Tri Delta Payroll Groups and find your chapter name. Once you find your chapter name, you will see the chapter number beside it.
- All e-mail correspondence should be sent to tridelta@payrollpartners.com.
- **All chapters must fax or e-mail Payroll Partners an input worksheet/timesheet every pay period.** We need authorization from the VPF before we can process a payroll. If all of your employees are salaried and there are no changes for payroll, you need to fax or e-mail Payroll Partners to let us know there are no changes.
- We must have all payroll information (new hires, changes, input worksheet) by 11 a.m. Central Time the business day after the pay period ends. This is to ensure your payroll gets processed in a timely manner. If we receive your **completed payroll by 11 a.m. Central Time the day after the pay period ends** then we will send your payroll package out via Fed-Ex. All Texas chapters' payroll packages will be sent out via DHL.
- If we receive your completed payroll by 11 a.m. Central Time the business day after the pay period ends then **the payroll package will be delivered to the Tri Delta house on or before the business day preceding the check date.** If you do not receive the payroll package by 3 p.m. Central Time the day before your check date, call Payroll Partners so we can try to locate it.
- **A Tri Delta Employee Information Sheet must be filled out for every new employee.** This can be found in this Tri Delta Payroll Guide and in the download section of our Web site, www.payrollpartners.com. **E-mail or fax the Tri Delta Employee Information Sheet along with a W-4** (employees who are students at the university where employed do not need to send in a W-4).

- The Tri Delta Employee Information Sheet should also be used for any employee changes and terminations.
- If an employee is a student at your university, you must notify Payroll Partners. Student employees are exempt from OASDI and Medicare taxes. This is a complete exemption meaning OASDI and Medicare are not required to be withheld or paid by the student. Federal taxes will not be withheld from payroll checks, but students are still required to file a W-2 and pay any necessary federal taxes at the end of the year.
- If an employee used to be a student at your university and has now graduated or is taking the semester off, you must notify Payroll Partners. Whether or not an employee is a student at your university affects taxes.
- **The Vice President of Finance is the payroll contact.** We will not discuss any information regarding your payroll account with your employees. This includes House Directors. **DO NOT ASK YOUR EMPLOYEES TO CALL US BECAUSE WE CAN NOT GIVE THEM ANY INFORMATION.**
- After electing new officers for your chapter, please notify Payroll Partners with the contact information for the new VPF. We must have an e-mail address and cell phone number or a number where you can be reached during business hours for all VPF's. Responses to e-mails or returning voice mail messages in a timely manner will result in your payroll not being delayed due to unanswered questions.
- **A person who works one day or more as temporary help is still considered a regular employee. Therefore, this employee must be put on payroll and paid with a payroll check written through Payroll Partners.** Do not pay temporary help employees cash or with a check from your account. If you have any questions about temporary help employees, call Payroll Partners at (817) 226-8111.
- Having a bi-weekly pay frequency does not mean your employees will be paid twice a month. Two months out of the year, your employees will be paid three times. **There are 26 bi-weekly pay periods in a year.** Therefore, if your bi-weekly employee has signed a contract to work for 10 months, you can not calculate the bi-weekly salary by taking the yearly salary and dividing it by 20 (10 months). This often results in your employee being overpaid. You must know the start and end date and then divide the yearly salary by the number of bi-weekly pay periods in the 10 months. To figure out how many bi-weekly pay periods your employee should be paid for, look at the Payroll Processing Schedule/Calendar that corresponds to your Tri Delta Payroll Group. If you have any questions, call Payroll Partners at (817) 226-8111.
- If a payroll check has been processed and for some reason it needs to be voided, you will need to write VOID across the check and fax or e-mail a copy of the

voided check to Payroll Partners. When we receive the copy of the voided check, we will void it with the next scheduled payroll run. **Payroll checks must be voided in the quarter in which they were issued (check date).** Therefore, notify Payroll Partners immediately if you need to void a payroll check.

- If an employee's payroll check becomes destroyed (gets washed, torn, etc.), collect the pieces from the employee. If the check number is visible, call Payroll Partners at (817) 226-8111. We can reprint the exact same check and send it with the next scheduled payroll at no additional cost or the VPF can approve a delivery fee. If the check is completely destroyed you need to call APH and verify the check has not been cashed. After double checking with APH to make sure the check has not cleared the bank, call Payroll Partners. We can then reprint the exact same check and send it with the next scheduled payroll at no additional cost or the VPF can approve a delivery fee.
- **If an employee misplaces or loses a payroll check, it is the VPF's responsibility to call APH.** Make sure the check has not cleared the bank and/or make a stop payment on the lost check. **Then call Payroll Partners at (817) 226-8111 and request a replacement check.** We will void the lost check and issue a replacement check (new check number) for the same amount and send it with your next scheduled payroll. If you want the check sooner, the VPF will need to call or e-mail Payroll Partners to approve the additional check run and delivery fees. **Keep in mind, voiding a payroll check in our payroll system does not put a stop payment on the check.** Therefore, if the lost check is ever found and the employee cashes it then he or she will have been paid twice for that pay period. You need to tell the employee if the lost check ever reappears then he or she needs to give you the original (lost) check back. You then need to write VOID across the check and keep it in your payroll files.
- Any questions/information regarding employees' contracts needs to go through Collette at EO.
- When working on the budget for the academic school year, you can call Payroll Partners to get your **SUTA rate**. We do not know how many pay periods your employees should be paid for. This depends on the contract. If you know the start and end date, you can find how many pay periods to pay your employees by looking at the Payroll Processing Schedule/Calendar for your Tri Delta Payroll Group. If you need help or have any questions, call Payroll Partners at (817) 226-8111.
- Payroll Partners only keeps payroll input and new hire paperwork for 1 quarter (3 months). **It is your responsibility to keep permanent payroll files on all of your employees. Federal Recordkeeping Requirements state all employee records be kept for three years and all payroll input be kept for two years.**

- **As your payroll processing company, we handle all federal, state and local taxes for your chapter.** We file all monthly, quarterly and year-end payroll reports and make the payments for you. We produce all tax checks using your bank account and mail them to the reporting tax agency. If you have a question about taxes, call Payroll Partners at (817) 226-8111.

New Hires

A Tri Delta Employee Information Sheet must be filled out for all new employees. It is extremely important this sheet is filled out correctly by the VPF and everything is complete. **Incomplete Tri Delta Employee Information Sheets could result in a delay of your payroll.**

Tri Delta Employee Information Sheet Checklist

Before faxing or e-mailing the Tri Delta Employee Information Sheet, make sure you have filled out the following on the form.

- The Tri Delta Greek Chapter Name, School Name and Chapter Number are a must. If you don't tell us who you are then we can't ensure timely payroll processing.
- Mark one of the boxes beside New Hire, Change, Rehire or Termination.
- We must know if the new employee is a student at your university or not. Make sure either the Yes or No is checked/circled under the Student field. If the employee is a student at another college/university then you need to mark NO. **In order for a student to be exempt from withholding taxes, he or she must be a student at the university where employed.** If a student graduates or takes a semester off from school then he or she is not currently a student at your university. You need to inform Payroll Partners before the next payroll so taxes can be withheld from the employee's check.
- The Social Security Number needs to match your employee's social security card.
- **Employee names must match his or her social security card.** Employees should not use nicknames to fill out employee payroll information. Legal Names should be used on all payroll records. If an employee gets married and wants to change her last name, it is recommended you wait until she has received a new social security card reflecting the name change.
- The Current Address is the address listed on payroll checks and W-2's unless otherwise specified.

- The telephone number, birth date and gender fields on the Tri Delta Employee Information Sheet are optional.
- The departments set up for Tri Deltas are **House Director, Cook, Hasher/Waiter, Housekeeper, Janitor** and **Other**. Write down only one of these departments and describe the position.
- The hire date, re-hire date and term date should be accurate. Write the date the employee started to work if he or she is a new hire or rehire. Write the date of the employee's last day worked in the Term Date field if the employee is terminated.
- The W-2 Address Information section is optional. At the end of the year, we send W-2's to your chapter for every employee who worked during the year. It is then up to the VPF to hand out or mail the W-2's to the employees. The address that prints on the W-2 is the current address on the Tri Delta Employee Information Sheet unless we are told otherwise. To eliminate returned W-2's and the expense of having to resend and possibly reprint a W2, it is important you get your employees to give you an address to mail the W-2 to. This especially applies to students who may move during the school year and forget to inform you of the address change. For example, if you give us a student's school address and he graduates or moves back home, his W-2 at the end of the year will be mailed to the incorrect place. Having a separate W-2 address (if different from the current address) can save you the hassle of tracking down employees at the end of the year and also save you the W-2 Reprint cost of \$5 each.
- To ensure accurate pay rates and salaries, the VPF should fill out the Pay Rate Information section on the Tri Delta Employee Information Sheet as well as all other sections. Mark either bi-weekly or monthly for the pay frequency. Most of your employees will be paid bi-weekly. **Bi-weekly does not mean your employees will get paid twice a month. Bi-weekly means there are 26 pay periods in a year and your employees will get paid every other week.** Therefore, if an employee is bi-weekly and salaried, you must calculate the bi-weekly salary based on the number of pay periods the employee agreed to work in his or her contract. To do this, take the annual salaried amount as stated in the contract and divide it by the number of bi-weekly pay periods during the employee's term of employment. To figure out how many bi-weekly pay periods your employee should be paid for, look at the Payroll Processing Schedule/Calendar that corresponds to your Tri Delta Payroll Group. If you have any questions, call Payroll Partners at (817) 226-8111.
- If a salaried employee's first paycheck should be prorated then please calculate this one-time only salaried amount and write it beside the words 'First Pay Amount if Prorated.' If the employee did not work a full pay period then you can deduct from the salary amount of the first check. If the employee worked a few days in the preceding pay period and hasn't received a payroll check for the time worked, you can add to the salary amount of the first check. Referring to your

Payroll Group's Payroll Processing Schedule/Calendar will tell you the pay period beginning and ending date. To calculate a prorated salary amount, you should first calculate the equivalent hourly rate for the salaried employee. If the employee works a 40 hour week and is bi-weekly, you would take the bi-weekly salary amount and divide it by 80 (average hours in a bi-weekly pay period). This would give you the hourly rate. If your employee is bi-weekly and works less than 40 hours per week then take the bi-weekly salary amount and divide it by the total number of hours that should be worked for two weeks. This would give you the hourly rate. Then take the hourly rate and multiply it by how many hours the employee worked in the pay period and/or needs to get paid for. If you have any questions about calculating prorated salary amounts, call Payroll Partners at (817) 226-8111.

- The Tax Information section needs to be complete. If nothing is filled out in the Tax Information section and we do not receive a W4, we will leave the tax withholding at Single and Zero for both federal and state. Besides checking Single, Married or Married, but withhold at Single Rate, you must write in a number of allowances in the blanks. If your employee wants an extra percent or dollar amount deducted for either federal or state taxes, you need to let us know by filling in the corresponding blanks located at the end of the Tri Delta Employee Information Sheet.
- If your employee wants to claim EXEMPT (no federal withholding) on the W4 then the form must be filled out correctly. Lines 5 and 6 on the W4 must be left blank. Do not write anything on Line 5 or 6. Then write Exempt on Line 7. If the W4 is filled out incorrectly, your employee's withholding will be entered as Single and Zero until we receive a corrected W4.

The Tri Delta Employee Information Sheet should be used for all new hires, changes, rehires and terminations. **The Tri Delta Employee Information Sheet along with a completed W4 (students at the university where employed do not need to fill out a W4) should be faxed to (817) 467-9994 or e-mailed to Payroll Partners. If you choose to e-mail the Tri Delta Employee Information Sheet and W4, scan them into your computer and attach the documents to an e-mail to tridelta@payrollpartners.com. Be sure your chapter name and number are included in the subject line of the e-mail.**

Tri Delta Greek Chapter Name _____

School Name _____ Chapter Number _____

Tri Delta Employee Information Sheet

This form is for Tri Delta chapters only!

☐ New Hire ☐ Change ☐ Rehire ☐ Termination

Student at the university where employed: ☐ Yes ☐ No

Social Security Number _____

Name: Last _____ First: _____ MI _____

Current Address: _____ City: _____

State: _____ Zip: _____

Telephone #: _____ Birth Date: ____/____/____ Gender: _____

Department (circle one): House Director, Housekeeper, Cook, Janitor, Hasher/Waiter, Other

Hire Date: ____/____/____ Re-hire Date: ____/____/____ Term Date: ____/____/____

W-2 Address Information

Address for W-2 (if different): _____

City: _____ State: _____ Zip: _____

Pay Rate Information

Pay Frequency: ☐ Bi-Weekly ☐ Monthly

Hourly Rate 1: \$ _____

Rate 2: \$ _____

Salary: \$ _____ per Pay Period

Pay Overtime: ☐ Yes ☐ No (If Salaried)

First Pay Amount if Prorated: \$ _____

Tax Information

W-4 Filing Status: ☐ Single, ☐ Married, ☐ Married w/h at Single Rate; Number of Allowances _____

State: ☐ Single, ☐ Married, ☐ Married w/h at Single Rate; Number of Allowances _____

Extra Taxes Withheld (\$/ %) Fed _____ State _____

Minimum Wage

- The federal minimum wage for domestic service workers is **\$7.25**.

Requirements for the federal minimum wage can be found in the Fair Labor Standards Act (FLSA) or on the U.S. Department of Labor Web site, www.dol.gov.

In addition to the federal minimum wage law, many states have minimum wage laws in place. If the state your chapter is in has a state minimum wage law, your employees are entitled to the higher minimum wage. In other words, if the state law calls for a higher minimum wage than the current federal minimum wage (\$7.25) then the state's minimum wage applies to the employees. If the federal minimum wage (\$7.25) is higher than your state's minimum wage then the federal minimum wage is the standard by which to pay your employees.

Federal law also demands overtime (time and one-half) be paid for any hours worked over 40 per week. Additional state laws may also apply. Please check your state's Department of Labor Web site for specifics.

For updated laws regarding minimum wage, visit the U.S. Department of Labor's Web site, www.dol.gov. Once on the Web site, you can conduct a search for the Employment Standards Administration (ESA) where you can find information and FAQs about minimum wage laws. Visiting the following URL, <http://www.dol.gov/esa/minwage/america.htm>, will take you to a map of the United States and a listing of minimum wages by state.

It is your responsibility to know the minimum wage in your state. If you don't know what it is or how to find it, please call Payroll Partners so we can assist you in finding your state's wage laws.

House Directors

- **House Directors should not contact Payroll Partners.** We can not give any House Director any information so do not ask her to call or e-mail us. Since a House Director is an employee of your chapter, we will not discuss any payroll-related matters with her. Payroll Partners is a third party payroll processing company meaning we communicate directly with a payroll contact. **We do not discuss anything with employees. The Vice President of Finance is the payroll contact.**
- Bi-weekly House Directors are paid on the same bi-weekly check date as your other bi-weekly employees. When submitting your input worksheet/timesheet to Payroll Partners every pay period, don't forget to let us know whether the House Director should receive a check.
- If your House Director is paid monthly, she will receive a check on the first of every month for the preceding month of work. For example, a March 1 check would cover the month of February. **Monthly House Director checks are processed and sent with the last bi-weekly scheduled payroll of the month.** Therefore, if you have any changes on a monthly House Director check, let us know when you send in the timesheet for the last bi-weekly payroll of the month.
- Depending on the contract, House Directors may be paid over the Winter Break or during the summer. **We only process checks for House Directors or any other employees when you tell us to run a payroll.** If a House Director needs to be paid during a break from school (winter, summer, etc.), it is your responsibility to tell Payroll Partners.
- **Notify Payroll Partners if a House Director is terminated.** You will need to fax or e-mail a Tri Delta Employee Information Sheet and mark Termination. Fill out the top portion with the employee's information and enter a termination date. Terminating employees through Payroll Partners will ensure you not get billed for these employees by EO at the end of the year.

Submitting Payroll

We must have authorization from the VPF before we can process payroll. Therefore, every chapter must fax or scan and e-mail the input worksheet (sent in every payroll package behind the payroll reports) or e-mail us an E-sheet.

- **We will not process payroll until we have received a timesheet from your chapter.** If everyone in your chapter is salaried and there are no changes, you still have to submit a timesheet. If there are no changes, then you can write no changes across the timesheet.
- **All payroll information (new hires, changes, input worksheet/timesheet) needs to be submitted to Payroll Partners by 11 a.m. Central Time the business day after your pay period ends.** Having your payroll submitted by 11 a.m. Central Time the business day after your pay period ends will ensure your payroll gets processed in a timely manner and that you will receive the payroll one day before your check date. If you submit your payroll after the deadline or if your payroll is incomplete, there is no guarantee you will receive payroll the day before your check date.
- **Your chapter number and name needs to be on all correspondence with Payroll Partners.** If you don't know your chapter number, refer to the Tri Delta Payroll Groups. All e-mail correspondence should be sent to tridelta@payrollpartners.com and your chapter number and name must be in the subject line.
- **Please check your e-mail and/or voicemail regularly** after you submit your payroll to Payroll Partners. We might have to contact you, and the quicker questions are answered, the faster payroll can be processed.
- **It is extremely important you submit hours for every employee of your chapter.** Certain chapters will need to record hours for salaried employees. We will advise those chapters that are affected by this. If a salaried employee will be working the same number of hours every pay period, let us know so we can record the number of hours. Recording the number of hours worked for your employees is a must for successful Workers' Compensation and labor reporting.
- On the timesheet, pay attention to the earnings and deduction columns. For hourly employees, write the total number of hours worked under regular earnings. **If an employee works over 40 hours in a week then the employee should be paid overtime.** Be sure to write overtime hours under the overtime earnings column. **Student employees' hours should be written under the student wages column.** Student employees use a separate earnings code for tax purposes. It is important, students at the university where employed are paid under the

student wages earnings code. Salaried employees will have a Y N beside their names, if you want the employee to be paid circle Y (yes) and if not circle N (no). If a salaried employee will receive a partial check, write the one-time only salaried amount out to the side and write one-time beside the amount. You can verify an employee's salary by looking directly below the employee's name.

- **A Tri Delta Employee Information sheet must be filled out for every new employee.** The form can be found in this Tri Delta Payroll Guide or in the download section of our Web site, www.payrollpartners.com. To avoid payroll processing delays, the Tri Delta Employee Information sheet must be complete and legible. If the new employee is a current student at the university where your chapter is located then be sure to mark Yes under the student field on the Tri Delta Employee Information sheet. Scan and e-mail or fax the Tri Delta Employee Information Sheet along with a W-4 (employees who are students at the university where employed do not need to send in a W-4). For further instructions on new employees please refer to the New Hire section on page 11.

Payroll Processing Fees

In order to reprocess a payroll or run an additional payroll, the VPF will need to call Payroll Partners at (817) 226-8111 or e-mail us at tridelta@payrollpartners.com and give us her approval. You do not need to send us a check for the additional billing. Once we have written or verbal confirmation from the VPF, we will create a billing check from your account and keep the check.

If you have submitted your payroll information via fax or e-mail and you later find a mistake, it is important you call Payroll Partners as soon as possible. The sooner you contact us the greater likelihood payroll hasn't been processed or sent out yet. If we haven't processed your payroll and you need to make a change then there are no additional fees.

List of Payroll Processing Fees for Correction and/or Additional Payroll Check Run

Additional/Correction Check Run	\$35
Fed-Ex Overnight Delivery	\$30
Fed-Ex 2 Day Delivery	\$25
Fed-Ex 3 Day Delivery	\$20
Regular Mail	\$0.60 to \$8
W-2 Reprint	\$5
Fed-Ex Overnight/Saturday Delivery	call Payroll Partners
Direct Deposit Corrections	\$15

Taxes

- **As your payroll processing company, we handle all federal, state and local taxes for your chapter.** We file all monthly, quarterly and year-end reports and make the payments for you. We produce all tax checks using your bank account and mail them to the reporting tax agency. If you have any questions about taxes, call Payroll Partners.
- If you receive any tax forms, reports or notices at the Tri Delta house, fax and/or mail them to Payroll Partners. **Do not respond to any tax notices or write any tax checks.** Send us the notice, and we will take care of it.
- When working on the budget, call us to get your SUTA rate.
- **If a payroll check needs to be voided, it is extremely important it gets voided in the same quarter in which it was issued.** Notify Payroll Partners as soon as possible if you need to void a check. **We will need a copy of the check with VOID written across it.** You can fax or scan and e-mail us the copy. Once, we have a copy of the check, we will void it with the next scheduled payroll assuming it's in the same quarter. Below is a breakdown of the months in a quarter. Remember, if you need to void a check written in January, you need to let us know before the end of March.

Quarter 1

January, February and March

Quarter 2

April, May and June

Quarter 3

July, August and September

Quarter 4

October, November and December

Terminating Employees

- To avoid incorrect billing, do not leave employees on payroll if they are inactive or terminated.
- As soon as an employee quits, takes a leave or absence or is fired, you must fill out a Tri Delta Employee Information Sheet. Mark 'Termination' and fill in the employee information located near the top of the sheet. Be sure to enter a termination date under the correct field. Then fax or scan and e-mail the Tri Delta Employee Information Sheet to Payroll Partners.
- **You must notify Payroll Partners of all terminations by Dec. 31 or you will be billed for these employees by EO.**
- When an employee is terminated, it is recommended you ask the employee to verify his or her social security number, phone number and W-2 mailing address. **If there are any changes in the mailing address, inform Payroll Partners before December 20 so the address on the W-2 will be correct.** If the social security number is incorrect, notify Payroll Partners by December 20 so the employee's W-2 is accurate.
- Remind all terminated employees if they move before the end of the year, they need to call you before December 20 and give you an updated W-2 mailing address.
- We can make address changes for terminated employees after December 20, but there is no guarantee the address will get changed before W-2's are processed and printed. **If we have to reprint a W-2 for a terminated employee, the VPF will be asked to approve a \$5 charge.**

Year-End Check List

- Beginning in November, you need to remind all of your past and current employees to give you updated addresses.
- When an employee is terminated, it is always a good idea to ask right then for the employee to verify his or her social security number, permanent address and telephone number. This will help eliminate problems with W-2's at the end of the year. You should inform terminated employees they are responsible for getting in contact with you or the current VPF before the middle of December if they have moved and their address has changed. It is then your responsibility to call, e-mail or fax Payroll Partners before December 20 with any employee address changes.
- Look for the W-2/1099 Edit Form included in your first payroll package of November. Please ask all your employees for the current year to verify social security numbers and addresses. Make any necessary changes on the form and sign the last page. Then send the W-2/1099 Edit Form back to Payroll Partners via fax, mail or e-mail by December 20. Any address changes we receive after December 20 will have no guarantee of being changed for W-2's. Although verifying employee information can be time consuming, it can save you money. If you ask us to change a social security number or address after the end of the year and we have to reprint a W-2, you will be asked to approve a \$5 W-2 reprint charge.
- Let your employees know when they are hired they should give you an address to mail the W-2 (if different than current address) to. This is especially important with student employees. There is a W-2 Address Information section on the Tri Delta Employee Information Sheet.

End of School Year & Summer Payrolls

We do not know when your school's Spring semester ends or when the Fall semester starts. Therefore, **the VPF must notify Payroll Partners regarding summer payrolls.** Whether your chapter chooses to process payroll during the summer or not, we need to know. We will not process any summer payrolls (June through August) nor will we start up payroll for the Fall semester until we are contacted by the VPF. This is to prevent excess payroll checks from being processed.

- Near the middle of April, the VPF should expect to receive an e-mail from Payroll Partners (tridelta@payrollpartners.com) with a Tri Delta Summer Payroll Notification form attached. There is also a copy of the Tri Delta Summer Payroll Notification form included in this Tri Delta Payroll Guide. This form must be filled out, signed and then faxed or scanned and e-mailed to Payroll Partners by May 1.
- If your chapter is not having payroll during the summer months, we need to know the date of the last day worked and the date of the last check.
- If your chapter is having payroll during the summer months, you need to list which employees will continue to receive checks.
- The last monthly house director check we will automatically process will be June 1. If your house director needs a July 1 or August 1 paycheck, you need to tell Payroll Partners.
- All summer payroll packages will be sent to the Delta house unless a different summer address is given.
- Don't forget to sign the Tri Delta Summer Payroll Notification form before sending it to Payroll Partners. We will also need you to give us a phone number where you can be reached during business hours and an e-mail address that you regularly check.

Remember we must have authorization from the VPF before we can start up payroll in the Fall. No checks will be sent out until we are contacted.

Tri Delta Summer Payroll Notification

Fax (817) 467-9994 or scan and e-mail this form to tridelta@payrollpartners.com by May 1.

Tri Delta Chapter # _____ Tri Delta Chapter Name _____

As the school year comes to a close, you must notify Payroll Partners about your summer payroll schedule. Payroll Partners needs to know if your chapter will have payroll through the summer months (June-August). If you are expecting summer payrolls, tell us which employees will be paid. If there isn't going to be any payrolls during the summer, let us know the last check date.

Please Note: You must fax or e-mail Payroll Partners a timesheet every pay period if you have payroll during the summer months.

Fill out the following form, sign it (signature) and fax or scan and e-mail it to Payroll Partners by May 1.

Will you have payroll during the summer months? (circle one) YES or NO

*****If you are getting postdated summer checks early circle NO.***

If no, give the date of the last day worked _____ and the last check date _____

If yes, list all employees who will continue to receive checks including monthly house directors.

All summer payrolls will be sent to the Delta house unless a different summer address is given. If the payroll package needs to be sent to a different address, please make a note of this with your payroll... giving the name and address of who is to receive the package. ***Please mention this with each payroll you send if it is not to go to the house address.***

Signature: _____ Print name _____

Phone number (where you can be reached during business hours) _____

E-mail address _____

Note: We must have authorization from the VPF/Treasurer to start up payroll in the fall including Auto Run payrolls.

Expected start-up date in the Fall _____ First check date in the Fall _____

Direct Deposit

Direct deposit is another option being offered by Payroll Partners for those chapters who can get **full participation** from their employees.

With this option there will be no more FedEx delivery of checks and reports. Pay vouchers will be emailed as an attachment to the employee's personal email requiring a password to open them for viewing and printing.

If an employee does not have a bank account then Payroll Partners offers a Global Cash Card which their money is deposited onto. They then use it like a MasterCard debit card. Please see additional information in this manual if you have more questions.

Payroll must be submitted 3 business days before the check date to ensure proper time for banking transactions to be completed. If payroll is received later than this your check date must be changed to a later date. If there is a bank holiday during this time the payroll will need to be turned in one day earlier to accommodate the holiday.

Each employee must fill out a Direct Deposit Authorization form, attach a voided check and fill in their email address and password. The chapter will keep all originals and send Payroll Partners a faxed or scanned copy.

If the employee does not have an email address the pay voucher can be sent to the VPF/Treasurer or House Director and they can print them a copy.

After the payroll has been processed the payroll reports will go directly to the VPF/Treasurer's email in a secure PDF format. The House Director can also receive a copy of the report files.

Tri Delta Greek Chapter Name _____

School Name _____ Chapter Number _____

Tri Delta Payroll Direct Deposit Authorization Form

(THIS FORM CHANGES ONLY AN EMPLOYEE BANK ACCOUNT(S) FOR DIRECT DEPOSIT)

I, _____, (**employee**) do hereby authorize Delta Delta Delta Chapter

_____ (**employer**) to deposit my payroll check directly into all of my Checking or Savings accounts as specified below or (if checked) add to my Payroll Debit Card. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account or Payroll Debit Card.

Account(s) to be credited (can be deposited in multiple accounts):

Voided check (not a deposit slip) or a Savings account deposit slip must be attached to process request.

Bank No. _____ Acct. # _____ %, \$ or Net _____

Type of account: Checking _____, Savings _____

Bank No. _____ Acct. # _____ %, \$ or Net _____

Type of account: Checking _____ Savings _____

Bank No. _____ Acct. # _____ %, \$ or Net _____

Type of account: Checking _____ Savings _____

_____ I authorize my employer to add my Net Pay to the balance of my Payroll Debit Card.

(i.e.: 100% into checking; **or** \$20.00 into Savings, **Net** amount into Checking; **or** 10.00% into Savings, Net amount into Checking)

If email address is provided below, I further authorize **employer** to send my Direct Deposit Payroll voucher to my personal email address in lieu of the standard paper voucher. My Email address is:

_____@_____ Password: _____
(6 characters)

Signature of employee

Date

Attach voided check here

Glossary

Bi-weekly

This is the type of pay frequency most of your employees will use. It is not the same thing as bi-monthly or semi-weekly. Having a bi-weekly pay frequency does not mean your employees will be paid twice a month. Two months out of the year, your employees will be paid three times. **There are 26 bi-weekly pay periods in a year and your employees will be paid every other week.** Keep this in mind when calculating a bi-weekly salary amount.

Domestic Service Workers

The Internal Revenue Service (IRS) classifies all employees of the sorority as household employees since they provide “domestic service in college clubs, fraternities and sororities.”

E-sheet

This is an Excel-style spreadsheet that is e-mailed and used for importing time and other data into payroll.

Gross Pay

The amount of money an employee earns before deductions such as taxes.

Net Pay

The amount of money remaining after all deductions such as taxes have been made. This is the amount of the payroll check that employees clear as profit.

OASDI

Old Age and Survivors Disability Insurance; this is the social security portion of the FICA tax.

Student Employee

These employees must be a student at the university where employed. Federal taxes will not be withheld from student employees' payroll checks, but student employees are still required to file a W-2 and pay any necessary federal taxes. Federal income tax may be withheld if the employer and employee agree. This exemption from withholding also applies to state income taxes in most states. **Remember this is an exemption from having federal and state taxes withheld, not an exemption from paying taxes.** Student employees are exempt from OASDI and Medicare taxes. **This is a complete exemption from OASDI and Medicare taxes meaning neither of the taxes are withheld or required to be paid by the employee.**

SUTA

State Unemployment Tax Act

Temporary Help Employee

A regular employee hired on a short-term basis. This employee needs to be entered on payroll just like any other employee.

W-2

This wage and tax statement is a form sent to the employee by the employer at the end of the year. It reports total wages and taxes withheld from employee's checks. This form is used to prepare and file the employee's federal, state and local income tax returns.

W-4

This is also called the "Employee Withholding Allowance Certificate." This form is completed by the employee to tell the employer how much federal tax to withhold from the employee's check. There are W-4 (or equivalent) forms for state and local income taxes also.