



## I. 6.5.4 Payroll Reporting

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Office of Payroll Services	Date Last Reviewed: June 2025
Responsible Entity: Senior Vice President and Chief Financial Officer	Date Last Revised: June 2025

## II. Purpose

To assign responsibilities to the Office of Payroll Services for reporting wage deductions to proper agencies.

## III. Scope

This policy applies to the Office of Payroll Services.

## IV. Policy

After payrolls are processed, payroll staff in the Office of Payroll Services reconciles income taxes and all voluntary and involuntary deduction withholdings from employee paychecks. The taxes, deductions, and any required employer matching amounts are then remitted to the proper regulatory agencies per scheduled and/or required due dates. Payroll Services reviews and reconciles all payroll liability and expense accounts to ensure that transactions are posted accurately to the General Ledger in the Enterprise Resource Planning (ERP) system.

## V. Definitions

*There are no defined terms used in this Policy.*

## VI. Related References

*There are no related documents associated with this Policy.*

## VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
05/2000	Policy Origination		

6.5.4 Payroll Reporting

05/2016	Policy Revision		
06/2025	Policy Revision	Executive Committee	06/23/2025