

# Office of Human Resource Administration (HR)

## Internal Payroll Process

### I. PURPOSE:

To establish an Internal Payroll Process for employing Casual Employees, Part-Time Faculty, Graduate Assistants, and Student Employees at the University of Rhode Island (also, University) in accordance with the University Policy on Employee Recruitment, Selection, and Hiring.

### II. RESPONSIBILITY:

All Hiring Managers and Supervisors whose responsibilities include the hiring of **Casual Employees (including Part-Time Faculty)** are expected to comply with the following:

1. University Policy on Employee Recruitment, Selection, and Hiring
2. Internal Payroll Process.

HR will audit and approve requests to assure compliance with the Internal Payroll Process.

### III. TERMS:

**Casual Employees:** Employees who provide services to the University on an intermittent or short-term, as needed basis, with a specified end date or specific period of employment.

**Emergency:** An unforeseen circumstance or a combination of circumstances which calls for immediate actions in a situation which is not expected to be of a recurring nature. Emergency appointments made using this process will be limited to 30 working days or less.

Casual Employees work in unconventional situations such as:

1. Summer faculty re-contracting;

2. Intermittent work assignment of short duration;
3. Athletic events (ticket takers, sellers, timekeepers);
4. Part-Time Faculty (per-course instructional employees);

#### **IV. PROCESS:**

The Internal Payroll Process is not to be utilized as a substitute for filling authorized funded positions on the classified or non-classified payroll and is limited to: (1) emergency situations and (2) those persons employed in unconventional situations, both of which are not consistent with employing persons on the regular biweekly payroll.

In situations warranting temporary employment, but not meeting the criteria for the Internal Payroll Process, the University will adhere to the State of Rhode Island Merit System Law and Personnel Rules, Board of Trustees policies, and union contract provisions for hiring individuals on the regular bi-weekly payroll system, consistent with the University's Policy for Employee Recruitment, Selection, and Hiring.

#### **Approval and Hiring**

The following steps must be completed to facilitate hiring through the Internal Payroll Process:

1. Obtain approval from appropriate dean or director;
2. Complete:
  - a. [Internal Payroll Employment Form \(IP-1\)](#)  
(not used for Part-Time Faculty)
  - b. [I-9 Employment Eligibility Verification Form](#),
  - c. [Drug Free Work Place Policy Acknowledgment](#)
  - d. [Bar of Claims Form \(CS-386\)](#);
3. Submit IP-1 Form to HRA (if applicable) to [InternalPayroll@etal.uri.edu](mailto:InternalPayroll@etal.uri.edu)

4. Submit: HireRight Background Request form [online](#).

Submit the I-9 Employment Eligibility Verification Form and supporting documentation online using the applicable link below:

- [Internal Payroll \*\*Employee\*\* I-9 and supporting documentation Submission Link](#)
- [Graduate Assistant Payroll I-9 and supporting documentation Submission Link](#)
- [Student \*\*Employee\*\* Payroll I-9 and supporting documentation Submission Link](#)

For Part-Time Faculty & Faculty Overload Hiring, submit the corresponding form online after the Appointment Letter has been signed. The Part-Time Faculty & Faculty Overload Hiring Form can be found on the HR Forms website under “In House Payroll”:

<https://web.uri.edu/hr/forms/>

Once the internal payroll appointment has been approved and posted in eCampus, the employee should complete Federal and State W-4 forms which can be found on the HRA Forms website under New Employees:

<https://web.uri.edu/hr/forms/>

Current URI Staff (State employees) must also complete an Additional Compensation Form (USP-7) which can be found on the HRA Forms website under Payroll: <https://web.uri.edu/hr/forms/>

Completed USP-7 forms should be emailed to [InternalPayroll@etal.uri.edu](mailto:InternalPayroll@etal.uri.edu)

Internal Payroll Employees, including Part-Time Faculty, must complete Sexual Violence Prevention Training. New employees should visit the HRA website for information and instructions:

[Brightspace Sexual Violence Prevention Training for Internal Payroll Employees](#)

## Timekeeping and Payroll

Internal Payroll employees being paid on an hourly basis must enter their time in eCampus each pay period and the timesheet must be approved by their supervisor.

Internal Payroll Employees and Part-Time Faculty hired through the Internal Payroll Process are paid through the University In-House Payroll. For additional information please visit the Office of the Controller - Payroll website:

<https://web.uri.edu/controller/payroll/in-house/>

### Direct Deposit for Internal Payroll

Internal Payroll Employees, Part-Time Faculty, should complete direct deposit information located within the **Self-Service** section of **Faculty & Staff eCampus**. Employees should contact the Payroll Office with for assistance with direct deposit. Phone: 401.874.5206

Paycheck distribution is located in the Payroll Office, 11 Carlotti Admin Building (1<sup>st</sup> floor), Kingston Campus.

### IMPORTANT NOTE:

- NO EMPLOYMENT COMMITMENTS ARE TO BE EXTENDED PRIOR TO AUTHORIZATION BY HRA.
- NO EMPLOYEE MAY BEGIN HIS/HER EMPLOYMENT WITHOUT PRIOR AUTHORIZATION BY HRA.