

# PAYROLL OVERVIEW\*

Org Vote on Org Chart & Supplemental

Hiring - Payroll Authorizations for Specific Students **MUST** be w/i Org Chart

Bi-Weekly Payroll Approval **MUST** be within Payroll Authorizations

Charge on Monthly Bill

Org Vote to Pay Monthly Bill

Org Bank Account Check to Pay Bill



Minutes, Org Chart & Supplemental Submitted to TSOS

Treasurer & President Approval then sent to TSOS for Entry into CoreCT

Employee Entry and Student Supervisor approval in HuskyTime then locked for TSOS review and transfer to CoreCT for processing

TSOS Action

***\*ALL expenditures must be part of latest Org budget on file with TSOS***