

Payroll Department Instructions for e-Signature Form 16

Form 16 – Special Payroll Authorization is processed via a web based utility called “WKU e-Signature Forms.” This utility provides a method by which pay data can be collected on a form, approved with electronic signatures and submitted to the Payroll Department.

Through the use of WKU e-Signature Forms, the Form 16 is

- Completed online.
- Saved online.
- Edited online.
- Emailed from preparer to approver(s), then to the Payroll Department at form16@wku.edu for processing. Email routing activity is documented at the bottom of the form.
- Electronically validated and signed, hence the name “e-Signature.”

After the approved Form 16 is received by the Payroll Department (via form16@wku.edu), it will be scheduled for processing and payment. Please refer to policy 3.4012 on the WKU Business & Finance Policies webpage at http://www.wku.edu/policies/finance_administration.php for specific policies and procedures related to Form 16 – Special Payroll Authorization.

Please follow the instructions on the following pages to execute the e-Signature Form 16.

Step 1: Login to e-Signature Form 16

Choose Form 16 from the e-Signature forms page or select the link below:

The login page looks like this:

 E-Signature Forms	
NetID:	<input type="text"/>
Password:	<input type="password"/> Forgot password?
<input type="submit" value="Submit"/>	

Enter your NetID/Password to login to this system.

This login takes you directly to the e-Signature Form 16.

The Form 16 page looks like this:

WKU
A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Payroll Form 16 - Special Payroll Authorization Form Form #
 Office of the CFO - Western Kentucky University

OVERTIME:

Pay Type: Period Ending:

Index to be charged: Date Created: 02/09/2015

Preparer's WKU ID: Preparer's Phone:

* Do the duties of the job require, at a minimum, a 4 year degree?

Payee's WKUID	Earnings	Acct	#Hours	Rate	Gross Amt	* Degree Required?
<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>
Reason for payment: <input style="width: 100%; height: 30px;" type="text"/>						
<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>
Reason for payment: <input style="width: 100%; height: 30px;" type="text"/>						
<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>
Reason for payment: <input style="width: 100%; height: 30px;" type="text"/>						
<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="▼"/>
Reason for payment: <input style="width: 100%; height: 30px;" type="text"/>						

Click the "Validate" button above to check your entries.

By sending this form, you certify that the personnel listed on this voucher were appointed in accordance with the policies of the university, that each person performed the services for which they are being paid, and the amounts set forth are legitimate claims against Western Kentucky University.

Approvals needed by:

Step 2: Completion of the Form 16 by the Preparer

First consider the purpose of your Form 16. Mark the "Overtime" checkbox if this form is being used to pay overtime wages. Otherwise, leave the "Overtime" checkbox unchecked and begin with the Pay Type field.

Click the drop down menu for the pay type, MN (monthly), MP (monthly part-time), SM (semi-monthly), or BW (bi-weekly.) Enter all other required information including Period Ending, Index to be charged and Preparer's WKU ID. Once the top portion of the form is filled in, click on the "Fill In" button. The preparer's name and phone number will appear on the form.

It's now time to fill in the Payee information. Fill in the Payee's WKU ID and click the drop down menu to choose the appropriate earnings code. (Note: to select OT or OTS as an earnings code, the "Overtime" checkbox MUST be marked at the top of the page.) After the correct earnings code is established, please fill in #Hours, Rate, degree required and reason for payment.

After all information has been entered, click "Validate". If the form is missing required information, the applicable field(s) will be displayed in red with a description of the missing item(s) listed at the top of the form. Do not send the form to approvers until the form contains no errors.

Step 3: Submission to Approver(s) and Payroll

A list of required approvals is included on the form below the validation information based on the index number entered on the form.

The completed Form 16 should be sent to the next approver on the list by typing the email address of the next approver in the "Send to email address" box. It is recommended that you enter the payee name(s) in the comment field so that you may easily identify the employee(s) for whom the form was submitted.

Additional Approvals:

Payments funded by Grant or Cost Share indexes, payments funded by the WKU Foundation, payments to Graduate Assistants, and cell phone equipment allowance payments require additional approvals as follows:

- If funded by a Grant or Cost Share index, the Form 16 should be routed to the Office of Sponsored Programs (sponsored.programs@wku.edu) and Grants & Contracts Accounting (gca@wku.edu) for approval.
- If a payment is to be funded by the WKU Foundation, the form must be routed to the WKU Foundation (wkufoundation@wku.edu) for approval. Please type "**WKUF ACTIVITY CODE**" in **BOLD ALL CAPS** in the "reason for payment" box in such instances.
- If payment is made to a Graduate Assistant, the form must be routed to Graduate Studies (gsra@wku.edu) for approval. A separate Form 16 must be used for payments to Graduate Assistants.
- If payment is for a cell phone equipment allowance, the form must be routed to Information Technology (cellequip@wku.edu.)

The email section of the Form 16 page looks like this:

WKU eSignature Forms	
Main Saved Forms Sent Forms Sent Forms Archive Received Forms Received Forms Archive Email List Log Off	
Send to email address	<input type="text"/> NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.
Comment	<input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	

After a Form 16 has been routed to all approvers, including any additional required approvals as noted above, the final approver should send the completed Form 16 to the Payroll Department at form16@wku.edu. The final approver should be the ONLY person to use this address. Please pay special attention to the deadlines referenced in policy 3.4012 for submitting approved Form 16's to the Payroll Office for payment.