

Authorization for Payroll and Pay Schedules

Date

8/17

A. Authorization for Payroll

A completed payroll notification is the official authorization to pay University staff and must be processed by Human Resources. A payroll notification must be generated to activate or terminate an appointment or initiate or change an employee's salary or status. A payroll notification is prepared for each person and is signed by the budget director and the appropriate vice president or president.

B. Pay Schedule

Payroll is issued on the last working day of each month for faculty and administrative staff members. Support and student worker personnel are paid bi-weekly on alternate Fridays. When a payday falls on a holiday or weekend, pay will ordinarily be distributed the last working day before the holiday or weekend, except for December's monthly payroll, which is issued on the last banking business day in December.

Faculty salaries may be paid in 10 or 12 equal monthly payments. If no election is made prior to the beginning of the first academic year, the default pay method will be 10-month. Forms are provided through the Human Resources Department for faculty members to indicate the desired number of monthly payments. Because of IRS regulations, this election must be dated and signed prior to the first working day of the academic year. The elected pay method will continue each academic year unless a change is made. Changes in the payment plan can be processed at the beginning of each academic year if the request is received by the Human Resources Department before the beginning of any fall academic semester.

Contact the Human Resources Department for additional information.