

Policy 2-60 Rev. 8
Date: August 14, 1989

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Subject: **PAYROLL POLICIES AND INFORMATION**

I. PURPOSE

To outline the university's policy toward payroll practices and provide general information to assist personnel in payroll matters.

II. POLICY

A. Dates of Payroll

1. University payroll checks will be issued on alternate Fridays for the two-week period ending the previous Friday.

B. Check Distribution

1. Checks will be delivered by campus mail to departments where they are distributed to personnel by department heads or secretaries.
2. A charge will be made for special preparation of payroll checks resulting from payroll documents not reaching the Employee Services Center within three days following the first day of employment.
3. If a payday occurs on a holiday, university employees will ordinarily be paid on the first working day preceding the holiday.

C. Pay Advances

The university discourages payment of salary in advance of the regular payday. Needs for advances in funds should be directed to the credit union or other lending agencies. Under unusual circumstances, early issuance of paychecks will be made only upon approval of the cognizant principal investigator, department chair, or academic officer of comparable rank. In such cases, the special check preparation charge shall be borne by the department, rather than the individual employee, through campus order.

D. Changes in Exemptions, Name or Address

A Tax Authorization Form must be completed and submitted to the Employee Services Center to effect changes in withholding exemptions. In the event of any changes in name, address, or department, a properly completed Personnel Event Form should be submitted to Personnel Administration.

E. Salary Refunds

1. Requests for salary refunds shall be made by the Employee Services Center, which shall coordinate all requests for refunds with the employing department.
2. Refunds will be made to the account from which the salary was paid. Shortages in

budgets resulting from uncollectible salary payments will be handled by special request to the Budget and Resource Planning Office.

3. Uncollectible salary refunds will be turned over to the university legal counsel for appropriate legal action.

F. Termination of Employment

Salary payments will cease at the date of individual termination. Termination may result from voluntary or involuntary dismissal or death. Upon death of a contracted faculty or staff member, the individual's contract is terminated. No additional compensation shall be paid nor will any adjustment be made to the salary paid to date regardless of the percent of the contract completed.

G. Questions About Pay

All questions concerning pay should be directed to the principal investigator responsible for the account number. If there is further question, the principal investigator should contact the Employee Services Center.

H. Disclosure of Salary Information

Requests for information concerning the salary level of a faculty or staff member will not be honored without the permission of the individual involved. All requests for salary disclosure should be directed to Personnel Administration which will, in the absence of existing written permission, contact the faculty or staff member involved by telephone or mail requesting his/her permission for the release of information.

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