Pay Date Schedule

Purpose

To inform University employees of the specific calendar pay dates.

Policy

The University has three pay dates every month and the specific day an employee is paid depends on their electronic appointment. Employees are set up under a monthly or hourly electronic appointment. Monthly employees are automatically paid once a month on the 1st working day of the month for the duration of the electronic appointment (referred to as the monthly payroll). Hourly employees are paid twice a month on the 5th and 15th working day of the month (referred to as the semi-monthly payrolls). Hourly appointments do not automatically pay the employee and require processing of an electronic timesheet for each of the two semi-monthly payrolls.

Procedures

A listing of payroll deadlines and pay dates can be found on the Administrative Calendar located on the Financial Services website.

Monthly Payments:

- If a monthly electronic appointment is not approved in time for the monthly payroll, the employee will be paid on the next available pay date whether it is a monthly or semi-monthly payroll. Only approved monthly appointments will be paid on the monthly payroll.

Hourly Payments:

- An Hourly Payment Document (OV1) is needed for each semi-monthly payroll in order for hourly employees to be paid. If an OV1 is not approved in time for the payroll deadline, the employee will be paid on the next available semi-monthly payroll.
- The pay period for the first semi-monthly payroll of the month is the 16th through the last day of the previous month. The first semi-monthly payroll is on the 5th working day of the month. The pay period for the second semi-monthly payroll of the month is the 1st through the 15th of the current month.
- Departments with work-study employees must submit a hard copy of the OV1 document created by the department, for the pay period and a hard copy of the timesheet for each work-study employee being paid, to the Financial Aid Office (Academic Services Building Room 204) no later than the deadline established by Financial Aid.
- Other payments paid on a semi-monthly payroll include: Flat Rate Payment Document (OV2), Dept Overtime Pay Document (OV5), Dept Vacation/Float/Holiday Pay Document (OV6), and a Professional Services Payment Document (OV7).

Earnings statements are distributed by Mail Services to all departments between 8 a.m. and 12 p.m. on scheduled pay dates. For earning statements to be delivered, a signature is required from all departments. If an office is closed, Mail Services will return all earning statements for that department to the Payroll Office (Administration Building Room 303).

Departments are required to return all uncollected earning statements to the Payroll Office after three business days. Employees that need to correct their mail code for proper distribution should go to Human Resource Services (Administration Building Room 216).
Applicability

All University employees.

Responsible Party

Comptroller