

REGULAR PAY PROCEDURES

Classified employees are paid bi-weekly over 26 pay periods per year. Checks are normally distributed on alternating Fridays. For new employees, it is important to remember that due to a one-week lag, they probably will not receive their first check until they have worked about three weeks. At that time, they will receive a check for the first pay period they worked. If a scheduled payday falls on a holiday, employees are usually paid on the day preceding the holiday.

All required deductions such as federal and state taxes, retirement or social security contributions, and Medicare taxes will be automatically deducted from the employee's paycheck. Employees must sign payroll deduction forms to have voluntary deductions made from their checks. Voluntary deductions include: health insurance, life insurance, credit unions, cancer policies, United Way, union dues, annuities, etc.

Employees should review their paychecks for errors. If a mistake is found, it should be immediately reported to the supervisor, who in turn needs to report the error to the Payroll Office. If the employee still has the check, the Payroll Office may be able to void and reissue the check. If the check has been cashed, the employee may have to wait until the next pay period for the next check to be adjusted accordingly.

In the event a paycheck is lost or stolen, notify the Payroll Office immediately; they will attempt to put a stop payment on the check. If the Payroll Office is able to stop payment, a new check will be issued. However, the University does not take responsibility for lost or stolen paychecks. If the University is unable to stop payment, the employee will be responsible for the loss.