

The University of Louisiana at Monroe

PAYROLL ACTION FORM – M PROCEDURES

The “Payroll Action Form – M” (M form) must be completed:

1. on all newly appointed unclassified employees or faculty. The processing of this form must be started in sufficient time for the completed form to be received in the Payroll Office by the 20th of the first month of employment for the unclassified employee/faculty to receive their first payroll check. Documents received by Payroll after the 20th of the month will not be processed until the following month. If the 20th falls on a weekend or holiday, the deadline is the Friday before the 20th.
2. when there is any change to an existing appointment. If there is a change in salary, the form must be received in the Payroll Office by the 20th to be reflected on that month’s paycheck.
3. for appointments on grants, part-time appointments, appointments made by semester, summer session, or wintersession, or similar circumstances.
4. when an employee enters or exits Drop. When the employee enters Drop, the effective and ending dates reflect the period in which retirement will not be deducted. When the employee exits Drop, the effective date is the first day the employee will return to paying retirement.
5. when an employee is placed on FMLA. When an employee placed on FMLA, a form should be submitted with supporting documentation indicating the date FMLA begins. When the employee returns to work, a form should be submitted indicating that the employee is returning from FMLA.
6. when an employee resigns, retires, is terminated. When an employee resigns or retires, they should submit a letter to their supervisor indicating such and give the date this action would be effective. The effective date for retirement would be their last working day. If an employee is terminated, an at-will letter is sent to the employee indicating the effective date of termination.

Disbursement of Paychecks:

Paychecks are disbursed the last banking day of the month. Exceptions to this are the disbursement of 9-month faculty paychecks at the end of a semester (Fall - December or Spring - May), the end of the first summer session, or the end of the second summer session. For these periods, paychecks are disbursed on the date grades are due in the Registrar’s Office. Also, payment to faculty for teaching wintersession courses will be included in the faculty member's January paycheck.

Please remember that the completed “Payroll Action Form – M” is sent to and approved by several offices (Approving Agent, Vice President, Office of Business Affairs, Human Resources, and possibly Grants and Contracts or the Foundation) before being remitted to Payroll. As a rule of thumb, you should plan on at least one day for each office to process the form and at least one-half day to forward it to the next office. You must follow the payroll due dates shown above to allow sufficient time for processing. Processing of this form must be started in sufficient time for it to be completed and received in the Payroll Office at least 10 days before the paycheck disbursement date. Please plan accordingly.