

Distribution of Payroll

Original Implementation: Unpublished

Last Revision: April 12, 2016

University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the first day of the month. Hourly employees are paid on the first and 15th of the month. If the first or 15th falls on a weekend or holiday, employees are paid on the first working day following the weekend or holiday.

It is SFA's intent to pay all employees by direct deposit. Direct deposits can be made electronically to any financial institution that accepts electronic transfers. More than one institution can be used. It is the employee's responsibility to verify that their pay has been properly deposited into their bank account(s). Direct deposits will be inactivated after an employee terminates employment at the university and the final payroll has been issued.

If an employee has not authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on paydays. Picture identification is required of each person picking up a payroll check.

Release of payroll check to another person

An employee wishing to have his/her payroll check released to another individual must provide that individual with signed authorization. The authorization must be presented to the Business Office, along with picture identification of both the employee and the person obtaining the check. The employee's identification must also include a sample of the employee's signature, which can be compared with the signed authorization (e.g., a state driver's license).

Mailing of payroll check

An employee wishing to have his/her payroll check mailed must provide a signed authorization and self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

Lump Sum Payment of Accrued Vacation Time and/or Compensatory Time

Payment of accrued vacation time and/or compensatory time is made when an eligible employee resigns, is dismissed or otherwise separates from state employment or when an employee moves from a non-exempt to an exempt position. This payment is considered a non-salary payment and may be reduced by any amounts due the university.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: [Direct Deposit Authorization Form](#)

Board Committee Assignment: Finance and Audit