POLICY SUMMARY FORM

Policy Name: Distribution of Payroll

Policy Number: 12.3

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/23/2013

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Defines pay dates and procedures related to when payroll checks will be available.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added the direct deposit authorization form to forms section.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Judy Duffin, Manager of Payroll
Dora Fuselier, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the 1st day of the month. Hourly employees are paid on the 1st and 15th of the month. If the 1st 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: None Direct Deposit Authorization Form

Board Committee Assignment: Finance and Audit