

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Distribution of Payroll

Policy Number: 12.3

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

Date of last revision, if applicable: 4/30/2019

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

Purpose of Policy (what does it do): University employees are paid monthly or semi-monthly for work done in the previous month. It is SFA's intent to pay all employees by direct deposit. However, if an employee has not authorized direct deposit, a payroll check will be produced and should be picked up at the Business Office.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: The content of this policy is procedural in nature and it is recommended that the policy be removed and included in procedure.

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Kay Johnson, Executive Director of Finance and Administrative Services
Damon Derrick, General Counsel

Distribution of Payroll

Original Implementation: Unpublished

Last Revision: April 1230, 202219

Purpose

This policy establishes when and how university employees will be paid.

General

University employees are paid monthly or semi-monthly for work done in the previous month. It is SFA's intent to pay all employees by direct deposit. However, if an employee has not authorized direct deposit, a payroll check will be produced and should be picked up at the Business Office.

Payroll Schedule

Salaried employees are paid on the first 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.

Form of Payment

Direct deposits can be made electronically to any financial institution that accepts electronic transfers. The employee may designate more than one institution and more than one account per institution. It is the employee's responsibility to verify that their pay has been properly deposited into their 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 the employee picking up his/her 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. Exempt employees receive payment for accrued vacation but not compensatory time. Non-exempt employees receive payment for both accrued vacation and compensatory time. These final payments are considered non-salary payments and may be reduced by any amounts due the university.~~

~~When an employee moves from a non-exempt to an exempt position, the employee is paid for any accrued compensatory time that was earned at the rate of 1-1/2 times the employee's regular rate of pay. Any accrued compensatory time that was earned at the employee's regular rate of pay will be carried forward to the exempt position.~~

~~**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~~