



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Pay Periods and Receipt of Checks/Direct Deposits**

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### Policy:

All hourly-paid employees are paid every two (2) weeks. All monthly employees are paid on the last working day of the month.

Lost checks should be reported to the Payroll Office immediately. If theft is suspected on University property, the University Campus Police should also be called. Paychecks may not be mailed or given to anyone other than the employee for whom the check is intended. Exceptions may be made when the employee designates, in writing, another individual to pick up the paycheck.

Payroll stubs/direct deposit statements show gross earnings, deductions, net pay and accruals of vacation, sick, and bereavement time. The employee should discuss any questions he/she may have regarding time and/or hours worked, and holiday, vacation, sick, or bereavement pay with his/her supervisor and/or department head.

### **Payroll Deductions:**

Required payroll deductions are:

- Federal Income tax
- Social Security and Medicare (FICA)
- Retirement (full-time employees)
- State Income tax

Optional payroll deductions are:

- Life and accident insurance
- Certain approved commercial insurance products