Name of Policy: Payroll
Policy Number: 3364-40-09
Approving Officer: Senior Vice President for Finance and Administration
Responsible Agent: Controller
Scope: All University of Toledo Campuses

Original effective date: July 1, 2010

(A) Policy statement

The board of trustees is the sole authority to authorize appointment and establish salaries for unclassified and faculty employees. The vice president for human resources and campus safety shall establish appropriate procedures in order to ensure compliance and coordination with all applicable statutory regulations, contractual agreements, and other interrelated policies and procedures.

(B) Purpose of policy

The purpose of this policy is to provide guidance regarding the primary operations and responsibilities of the payroll office.

New employees are required to receive their pay via direct deposit as a condition of employment. Ongoing employees are encouraged to opt for direct deposit for their benefit and for efficiency for the university, but are not required to do so unless part of their collective bargaining agreement.

A lost or stolen paycheck should be reported immediately to the payroll office so that the appropriate action can be taken.

All payments for personal services performed by university personnel must be processed thru the proper payroll form and will be included as compensation.

It is important that a person coming from a foreign country obtain a social security number well in advance of arrival. For all initial employment with the university, in accordance with the Immigration Reform and Control Act of 1986, an I-9 form must be completed within three days of employment. Personnel action forms without an I-9 attached will not be processed.
A person on a 12 month contract or pay basis normally commences employment on a Monday (excepting holidays) and terminates as of a Friday (excepting holidays). A person on such a contract who commences or terminates employment on other days of the week will have his or her salary prorated on the basis of a five-day week. Payment for accumulated and unused vacation and sick time will be calculated on the same basis (five days equal one week), as salary adjustments.

Contracts on a 9-month basis and contracts for only one semester shall be dated to begin according to the university academic calendar.

A person whose contract subsequently changes shall receive payment based on the revised contract with retroactive adjustment where appropriate. A contract which commences or terminates within a semester will be pro-rated on the basis of a five-day week, and the contract salary will be divided by the number of weeks in the period covered by the contract to determine the weekly amount.

Compensation for persons on sabbatical leave will be paid according to the collective bargaining agreement with the AAUP or, for non-bargaining faculty, pursuant to the applicable policy.

If an employee is, through error, overpaid, it is the employee's responsibility to reimburse the university. If an underpayment occurs, the university will correct the error either via a manual check if the error is for more than five hours of pay, or addition to the next paycheck if it is less than that.