**Name of Policy:** Pay periods and pay days – salary employees  

**Policy Number:** 3364-40-13  

**Approving Officer:** Senior Vice President for Finance and Administration  

**Responsible Agent:** Controller  

**Scope:** All University of Toledo Campuses  

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(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.

All payments for personal services performed by university personnel must be processed thru the proper payroll form and will be included as compensation. Employees will be paid for all work performed, work should not commence before the employee is entered into the payroll system with the correct supporting documentation, including rate of pay.

The university shall pay employees biweekly for work performed work as properly documented. Paydays will be alternate Fridays and will be based on a schedule published prior to the beginning of each fiscal year. There will be 26 paydays (27 every 11 years) each year.

(B) **Purpose of policy**

The purpose of this policy is to provide guidance regarding the primary operations and responsibilities of the payroll office and to make clear when pay days occur and what pay periods are covered for salary employees.

(C) **Procedure**

Salaried employees will be defined as all employees whose compensation is not variable from pay period to pay period based on hours worked documented by time card or automated time and
attendance system. Examples include; Faculty, both 12 month and 9 month, PSA staff, and graduate students among others.

Paydays will be every other Friday, according to a schedule published before each fiscal year. For those paydays falling on a holiday the pay will be disbursed on the previous business day.

Employees will be paid for work previously performed, for employees on the Health Science Campus there will be a one week hold back. All other salary employees will be paid current thru the pay date, i.e. no hold back.

Regular paychecks will not be picked up by employees, but will be mailed on payday. As noted in policy 3364-40-09, 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.

Approved by:

/s/ S. Scarborough
Senior Vice President for Finance and Administration

July 2, 2010
Date

Review/Revision Completed by:
Senior Vice President for Finance and Administration
Senior Leadership Team
Controller

Policies Superseded by This Policy:

- 05-025 Pay Day (former Health Science Campus policy, previous review date 7/1/03)
- V-7-6 Pay Periods (former Main Campus policy, previous approval date February 10, 1999)
- V-5-5 Payroll (former Main Campus policy, previous approval date February 10, 1999)

Initial effective date: July 1, 2010
Review/Revision Date:
Next review date: July 1, 2013