Name of Policy: Pay periods and pay days – hourly employees

Policy Number: 3364-40-14

Approving Officer: Senior Vice President for Finance and Administration

Responsible Agent:

Scope: All University of Toledo Campuses

Original effective date: July 1, 2010

(A) Policy statement

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

To make clear when pay days occur and what pay periods are covered for hourly employees.

(C) Procedure

Hourly employees will be defined as all employees whose compensation can be variable from pay period to pay period based on hours worked documented by time card or automated time and attendance system. Examples include staff represented by either AFSCME or CWA and undergraduate 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, and will be paid on a time frame running from Sunday thru Saturday on the Health Science Campus and Saturday thru Friday for all other employees and will be paid on one-week 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Policies Superseded by This Policy: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