

**Section:** Employee/Labor Relations

**Section Number:** 4.7

**Subject:** Payroll: Policy

**Date of Present Issue:** 11/20/96

**Date of Previous Issues:**  
03/87

POLICY:

All University employees will be paid on a bi-weekly basis, and documentation will be processed through the Employee Relations Office.

A payroll authorization must be completely processed and approved before an employee begins work or before the effective date of change of rate, status or classification.

A payroll termination form must be processed and approved before the effective date of termination.

All employees must complete payroll, immigration, and applicable benefit forms. Valid documents must be produced verifying identity and authorization to work, prior to commencement of employment.

The University will provide various services to employees through payroll deduction, which must be documented through the Employee Relations Office.