
2406 SALARY AND WAGE PAYMENTS

Effective: December 1986
Revised: May 2014
Last Reviewed: April, 2016
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To define the circumstances under which the Comptroller will make salary and wage payments and to identify the methods of payment available to University employees.

POLICY

1. The Office of the Comptroller is responsible for ensuring that salary or wage payments made to an employee are in accordance with existing human resource policies as established by the Provost, for academic staff, and by the Office of Human Resources, for exempt and nonexempt staff. In addition, payments made to employees covered by collective bargaining agreements must be in accordance with the provisions of the applicable labor agreement.
2. Departments are responsible for seeing that salary and wage payments made to an employee are for work performed within the employee's prescribed work responsibilities and are in compliance with University Human Resource policies.
3. For new employees, salary or wage payments will not be effected until the employee has been added to the University's Human Resources/ Payroll System and all government and University forms concerning employment and taxation (e.g., IRS W-4 Form, INS Form I-9, HR-2, etc.) have been completed and forwarded to the appropriate office.
4. For all employees, a valid and current distribution must exist on the Human Resources/Payroll System before salary and wage payments may be effected.
5. The University will direct deposit salary or wage payments either to the employee's personal bank account or to the individual's existing Aline Card account or a new Aline Card account will be established if needed.