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## 2407 PAYROLL CYCLES

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Effective: December 1986  
Revised: July 2006  
Last Reviewed: April, 2018  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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To define and establish the University's payroll cycles and pay dates.

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### POLICY

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1. The Office of the Comptroller is responsible for paying University employees on a regular basis, at predetermined intervals, and in accordance with existing governmental regulations and executed labor contracts.
2. Exempt University employees (academic, professional and administrative staff), retired or disabled personnel, and pre/post-doctoral trainees and researchers and employees of the Clinical Practice of the Hospital of the University of Pennsylvania, will be paid on a monthly cycle. The pay date is the last working day of the month.
3. Non-exempt University employees (support staff and members of bargaining units) and students will be paid on a weekly cycle. The pay date is the Friday following the week worked, except when there is a scheduled University holiday. The pay date, in those instances, will be on the working day immediately preceding the holiday. The University work week is 12:01 AM Monday through midnight Sunday.
4. The Payroll Department is responsible for establishing the schedule of pay dates for all University employees, (other than those employees on the Hospital payrolls).
5. Departments are responsible for processing appropriate payroll actions (e.g., time reporting, Database update for new hires, changes in pay amount, terminations, etc.) in a timely manner, and in accordance with the schedule of due dates as established by the Payroll Department.
6. In the event of a disaster, fire, computer malfunction or any other event which is beyond the control of the Comptroller, the University reserves the right to pay employees on other than the regularly scheduled pay date.
7. Also, in the event of a disaster, fire, computer malfunction or any other event which is beyond the control of the Comptroller, the University reserves the right to pay all employees via check, even if normal method of payment is direct deposit.