
 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued:	Revision Date:	Page:
		09/90	05/10	1 of 1
				Classification Code:
				04-01
		Section:		
		PAYROLL AND SALARIES		
		Subject:		
		PAYROLL		

GENERAL STATEMENT OF POLICY

The Vice President for Finance and Administration shall establish procedures for accounting for and distribution of the University payroll consistent with Board policies, applicable laws and regulations, and sound business practices. These procedures shall govern the payment of salaries and wages to employees for services rendered, and payment of withholdings and deductions to third parties. Employees in an exempt position shall be paid once each month. Faculty employees shall have the option of having their annual salary paid over 10 or 12 months. Employees in non-exempt positions, including student employees, shall be paid every two weeks. Regular full-time and part-time faculty and staff employees shall be paid by direct deposit. All other employees, including student employees, shall have the payment option of direct deposit or check.

 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued:	Revision Date:	Page:
		09/90	10/10 05/18	1 of 2
		Section:		Classification Code:
		Subject:		OP 04-01
		PAYROLL AND SALARIES		
		PAYROLL		


OPERATING PROCEDURES

1. **Payments** - Faculty and monthly paid staff are paid on the last working day of the month for that month. Hourly staff and students are paid on the second Friday following the pay period end date. Bi-weekly pay periods begin on Sunday and end on Saturday. If any scheduled payday falls on a weekend or holiday, payment will be made on the last working day prior to the normally scheduled payday.

Temporary and student workers, who have not elected to have direct deposit, will be able to pick up their check in a location designated by their supervisor.

2. **Requests for Additional Payments** - Special payments will be included in the employee's next available payroll in accordance with the University Payroll Calendar. The payment will be added to the employee's regular paycheck for the pay period.
3. **Summer Faculty Payments** - Faculty members are paid according to the session they are teaching. Work for the pre-session is paid 100% at the end of June. Work for either the six-week or eight-week regular session is paid 50% at the end of June and 50% at the end of July. The summer salaries are based on a percentage of the academic year base salaries.
4. **Faculty Payments for Sponsored Programs** - Consistent with sponsor requirements and the grant budget, faculty may earn additional salary for research and other grant commitments conducted during the summer (i.e., outside the academic year), based on the following guidelines:
 - A. Faculty summer compensation shall be calculated using the academic year monthly base salary rate (base salary divided by 9) x the FTE percentage of the commitment x the number of summer months committed (3 maximum).
 - B. Maximum salary to be earned through all university compensated activities (teaching, research and administrative duties) during the summer session is 3/9ths of the academic year base salary. The only exclusion from this restriction is the administrative overload stipend provided for serving as a Department Chairperson.
5. **Timesheets** - Electronic timesheets are retained in the Human Resources module of the University's common database.

Biweekly timesheets must be electronically completed and approved by supervisors by noon on the Tuesday after the pay period end date. Web-time entry employees must complete their electronic timesheets using the Banner Self-Service Portal and submit the timesheets to their supervisor. Departmental time entry employees will have their time entered by their department. The employee's supervisor is responsible for reviewing, approving, and electronically submitting the timesheet to the Human Resources Office.

 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued:	Revision Date:	Page:
		09/90	10/10 05/18	2 of 2
				Classification Code:
				OP 04-01
		Section: PAYROLL AND SALARIES		
		Subject: PAYROLL		

Monthly employees should submit leave time via the electronic timesheet in the Banner Self-Service Portal. Supervisors are responsible for reviewing, approving, and electronically submitting the timesheet to the Human Resources Office.

6. **University Provided Vehicles** – Employees who are furnished university vehicles for business use will be required to keep a detailed log accounting for all business use of the vehicle. The log should include the time and place of the travel, purpose of the travel, and the mileage. Any use of a university provided vehicle that is not substantiated as business travel will be included as income on the employee’s W-2 form per IRS guidelines.