Policy ID: ADM-HUM-29 Major Revision1 Minor Revision3
Title: Paycheck
Description: To establish details concerning an employee's paycheck.
Category: Human Resources
Applies to: staff, faculty
Contact: Human Resources

Purpose: Policy regarding pay day and direct deposit.

Policy Statement:
Hourly, non-exempt employees are paid bi-weekly for all time worked during the past pay period. Salaried, exempt employees (whether staff or faculty) are paid monthly on the last working day of the month for the current month worked.

Any error in pay needs to be immediately reported to Payroll Services at (405) 974-3353, so the University can resolve the matter quickly and amicably.

In accordance with State procedures, payroll is only paid through direct deposit. All paystub information and benefit leave balances can be monitored through personalized, private UCO Connect accounts accessible from any computer on or off campus. Reductions in leave balances as a result of time off taken can be delayed by as much as a month or two. It is an employee’s responsibility to know his or her available leave balances to avoid overpayment of leave benefits. Questions regarding current leave balances should be directed to Payroll Services.

Glossary of Terms:

Legal Citation:
Campus Links:
FAQs:
Formerly known as:

Approved on: 12/01/2005
Effective date: 07/01/2006
Keyword(s): payroll, pay, day, paid, direct deposit
Last review date: 05/01/2015
Date posted: 03/09/2011
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