



UNIVERSITY OF CENTRAL OKLAHOMA

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 Hourly, non-exempt employees are paid bi-weekly for all time worked during the past pay period.

Statement: 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 UConnect 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:

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on:

Effective 07/01/2006

date:

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