

NUMBER: BUSF 6.03  
SECTION: Business and Finance  
SUBJECT: Payroll Frequency  
DATE: November 1, 2006  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Rick Kelly  
Issued by: Payroll

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## I. Purpose of Policy

This document sets forth the University of South Carolina policy for issuing paychecks and making payroll deposits, and provides a schedule of payroll dates and deadlines.

## II. Policy Statements

The University has established the following schedule for issuing paychecks and making payroll deposits. The Payroll Department publishes and distributes a schedule of specific payroll dates, including deadlines for submitting payroll data to Payroll.

### A. Salaried Classified employees.

The University pays exempt and non-exempt employees twice a month.

### B. Faculty

#### 1. Academic year

Nine-month faculty will normally receive eighteen equal semi-monthly payroll deposits. The first payroll deposit or check is issued on August 31 and the last deposit for the academic year is made on May 15. Also, nine-

month faculty have the option of having their base nine-month salary distributed over a twelve-month period. This option is available to them upon completion of an authorization form. The completed authorization form must be submitted to the Payroll Department each academic year for enrollment. Blank authorization forms are available in the Payroll Offices.

A condition of the above authorization requires that the employee waive access to such funds set aside in a non-interest bearing account until the beginning of the following summer.

## 2. Summer School Payments

All payments for summer salaries will be distributed on the established semimonthly pay dates. Timely submission of summer pay data to the Payroll Department will ensure issuance of two equal semimonthly payments to be distributed and coincide, as much as possible, with the time frame of the inclusive dates of the particular session. Departments wishing a different distribution than 50-50, or those having payroll requirements unique to their areas, should contact the Payroll Department.

## C. Hourly Employees

Temporary employees paid on an hourly basis will normally have accrued earnings on any given pay date. The amount of unpaid wages due to time lag is determined by the day of the week the pay date falls on. Hourly employees should refer to the payroll schedule to determine which weeks will be paid on each pay date.

## III. Reasons (s) for the most recent policy changes.

These changes reflect the use of electronic deposit.

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