

# Workers Compensation

## FT\_HR\_FS\_25

Responsible Officer

Wes Scruggs

Responsible Office

Human Resources

Approval Date

2019-01

Last Revision

2019-01

Re-evaluation Date

2021

Departmental Impact

All departments

### Policy Statement

Salaries are paid by direct deposit and are normally disbursed on the fifteenth day of each month for the work performed during the previous fifteen days, and on the last day of each month for the work performed during the sixteenth day to the end of the month.

### Policy Procedures

Payments due on a weekend or holiday will typically be disbursed on the previous business day. Exceptions to this practice will be announced by memorandum. Salary adjustments normally take effect on August 16<sup>th</sup> for Staff members (to coincide with new Faculty contracts).

The gross salaries of each Staff member are reduced by the legally mandated Federal Income Tax, the Social Security and Medicare Tax, and the State Income Tax. Other deductions may be made with the authorization of the employee. They include the employee's part of the health insurance coverage, employee contributions to tax-sheltered annuities, voluntary life insurance payments, and voluntary gifts to the University.

Note: If a Staff member is exempt from FICA payments because of his status as a member of the clergy, he should advise the Business Office so that FICA payments will not be withheld nor paid.