

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	September 2008
<b>Policy 6.5.2</b>	<b>Types of Payroll</b>	Responsibility:	Assistant Vice President for Business Affairs

## TYPES OF PAYROLL

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### **Types**

The Payroll Services Office prepares several types of payrolls each month. They are:

1. The “Supplemental” paid on the 10th of the month.
  2. The “Semi-monthly and Overtime” paid on the 7<sup>th</sup> and 22<sup>nd</sup> of each month.
  3. The “Lump Sum” paid on the 15th of the month following the month of termination.
  4. The “Monthly” paid the first working day of the month.
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### **Requirements for Payment**

In order to have employees paid on their due dates, several things have to occur:

1. The employee must have a personnel transaction entered by their employing department into the PeopleSoft HRMS system.
  2. The employee must have attended orientation in Human Resources.
  3. All required forms must be completed by employees and on file in the Human Resources.
  4. When all required paperwork is submitted, Human Resources will enter a compensation rate into the PeopleSoft system for the employee.
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