

03.106 Payroll.

1. Payment of Salaries. There are two regular paydays each month. Payday is on the 1st and the 15th of each month for employees paid semi-monthly, and on the 1st of the month following the payroll period for employees paid monthly. If any payday falls on a weekend, the next working day is designated as payday. Payday for state employees is set pursuant to Tex. Gov't Code Ann. 659.083 (Vernon 1994 and Supp. 1998).
2. Check Release. Checks are picked up at the Payroll Office windows in Marquis Hall by the departments for distribution to individuals on the designated paydays. The Payroll Office does not distribute checks to individuals in person or by mail on these designated paydays. Employees needing to have their regular paycheck(s) mailed should work with their department. To persons disbursing paychecks: Departmental personnel that distribute employee paychecks should preserve the confidentiality of the employee. Paychecks, earnings statements and direct deposit statements should be individually handed out or sealed in an envelope. They should also be kept in a secure place so that everyone does not have access to them. The policy for disbursements of paychecks has been amended to allow departments to mail checks when necessary. Appropriate documentation must be kept as to the disbursement of all checks. When a check is mailed, initial, date, and record the mailing address on the Employee Paycheck Signature List. Any memos or other instructions related to the transaction should be attached. Paychecks that are not picked up by an employee within 30 days should be returned to the Payroll Office with an Unclaimed Employee Paychecks Returned to Payroll form attached. The Payroll Office mails lump sum vacation checks, returned checks and various other checks as requested or as deemed necessary.
3. Electronic Funds Transfer (EFT). Electronic Funds transfer of salary is available to all employees of the System. Application forms are available from the Payroll or Human Resources Offices for implementation. A voided check or form from bank must be attached to your application, which will indicate your bank checking account and routing numbers. The deadline is the last working day of the month for applications, cancellations, and changes. Applications must be done by the last day of the month in order to be effective with the next month's earnings.
4. Check Loss. Should an employee lose a check, he should contact the Payroll Office immediately. A waiting period of 5 working days is required before a bond and duplicate check can be issued.

5. Advances. Occasional advances are made to employees due to late documentation. Most late authorizations are taken care of on supplemental payrolls.
6. Internal Revenue Service – Levy. The System is required to withhold payment to any employee who is indebted to the Federal Government for past due income taxes. The Payroll Office should receive the Levy Notice and contact the employee to inform them that their wages will be garnished.
7. Deductions. Monies appropriated for salaries and wages shall be subject to provisions of Public Law Number 68, 78th Congress, known as the Current Tax Payment of 1943 and any amendments thereto. The officers and employees, for whom appropriations are made, are also authorized to make retirement deductions in accordance with the Teachers Retirement System or Optional Retirement on payroll forms prescribed by the State Comptroller. All deductions possible will be taken from the first check processed in any month.