Payroll Procedures

System Regulation: 31.01.05 (Extended Pay Plan)
  Approved: April 24, 1996
  Most Recent Revision: January 24, 2011
  Next Scheduled Review: January 24, 2016

A&M-Commerce Procedure: 31.01.07.R0.01 (Direct Deposit of Payroll Payments)
  Approved: April 1, 2013
  Next Scheduled Review: April 1, 2018

Responsible University Office:
Human Resources, Payroll Services

Responsible University Administrator:
Chief Human Resources Officer/Director of Payroll Services

University employees receive payments on the first working day of the month for the completed previous month’s work. Newly hired faculty starting in the fall semester (mid-August) should expect to wait until October 1 or the first working day thereafter for an initial paycheck. A similar waiting period applies for new hires starting in the spring semester (mid-January).

Faculty members appointed on a nine-month basis may elect to participate in the extended pay plan that deducts 12.5% or 25% of their net pay from each monthly check and is paid during the summer months. All deductions, including insurance payments for the summer months, are deducted during the first nine months. See Payroll Services for the Extended Pay Plan Enrollment/Cancellation form and Extended Pay Plan Q&A. Once a faculty member has enrolled in the plan, renewal is automatic each fiscal year until he or she chooses to cancel.

A&M-Commerce encourages all employees to participate in electronic direct deposit for their payroll accounts. The Direct Deposit Authorization form is made available to new employees as part of the new employee process. The form is also available on the Payroll Services webpage and in HRConnect through Single Sign On. Each new employee must complete all forms required by Human Resources and Payroll before a check can be processed.