Payroll Processing - Pay Dates and Deadlines

Responsible Officer: Vice President for Business Affairs and Controller
Sponsoring Department: Payroll Services
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Errors or changes to: aim@uta.edu

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PROCEDURE OBJECTIVE

This procedure provides information on pay dates, advance payment policy, payroll deadlines and deductions. Mandatory deductions are directed by federal and state laws while voluntary deductions must be authorized by the employee. A list of departments to contact for changes in allowable deductions is provided.

SCOPE

All UT Arlington employees and their respective employing departments.

RESPONSIBILITIES

Payroll Services

- Processes one monthly and two semi-monthly payrolls each month
- Complies with all Federal and State laws
- Complies with University policies according to UT payroll deadlines
University Departments

- Initiate all required paperwork for an employee's payroll
- Please check the Payroll Calendar for Timekeeper Entry Deadlines.
- Deliver departmental paper vouchers to the Payroll Office by 10:00 a.m. on cut-off date.

UT Arlington Employees

- Understand the University's pay dates and that payroll advances are prohibited
- Aware that some payroll deductions, such as federal income tax and Social Security tax, are mandatory while some, such as parking, must be authorized by the employee.
- Check their earning statements to make sure their authorized deductions are recorded accurately

PROCEDURES

Section I. Pay Dates

A. Monthly payday is the first workday of each month for work performed during the previous month.

B. Semi-monthly payday is the fifth workday after the end of the pay period.

C. Please check the Payroll Calendar for exact pay dates.

Section II. Payroll Advances Prior to the Scheduled Payday are Prohibited

Payroll advances prior to the scheduled payday are prohibited. Payroll Services can make no exception to advance payments before a scheduled payday as listed in Section I.

Section III. Payroll Deadlines

Payroll Services processes one monthly and two semi-monthly payrolls each month. Exceptions to the following deadlines are unusual but sometimes necessary due to holidays or other scheduling circumstances.

A. Monthly Payroll: The monthly, or encumbered, payroll pays only those employees who have budgeted monthly assignments. The processing of the monthly payroll generally begins twelve days prior to the end of the month. Assignments must be final approved
and the employee record completed prior to that time. The employing department is responsible for initiating all required paperwork.

B. Semi-monthly Payrolls: The semi-monthly payrolls pay hourly employees. Semi-monthly assignments must be final approved and the employee record completed prior to payment. *Departmental Payroll Vouchers (Procedure 1-12)*

There are two semi-monthly pay periods each month.

1. The first semi-monthly pay period is from the first of the month through the 15th.
2. The second semi-monthly pay period is from the 16th through the last day of the month.

**Section IV. Deductions**

A. All mandatory deductions, such as federal income tax, Social Security tax, retirement program contributions and wage garnishments will be deducted.

B. Other allowable deductions are made as authorized by the employee. Among these are premiums for health and insurance plans, contributions to authorized charitable organizations, campus parking and activity fees. Employees should check these deductions as recorded on the earnings statement to ensure accuracy. If there are any questions or a need to change deductions, please contact:

1. Office of Human Resources for retirement or insurance changes;
2. Parking Office for questions about payroll deductions for parking permits;
3. Campus Recreation for information about payroll deductions for the Maverick Activities Center;
4. Payroll Services for information about other deductions.

**FORMS AND TOOLS/ONLINE PROCESSES**

*Departmental Payroll Voucher (Form 1-1)*

Payroll Calendar

**DEFINITIONS**

N/A

**RATIONALE**
The University of Texas at Arlington department of Payroll Services processes three payrolls per month in compliance with all Federal and State laws, University policies and in accordance with UT payroll deadlines. Advance payment of earnings prior to the scheduled payday is prohibited and Payroll Services can make no exceptions. Employees must be aware of the scheduled pay dates and the procedures for completing required paperwork to meet payroll deadlines. Federal income tax, Social Security tax, retirement program contributions and garnishments are mandatory deductions when applicable by law. Voluntary deductions such as parking and charitable contributions must be authorized by the employee. A list of departments to contact with questions or for changes in allowable deductions is provided under Section IV.

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

<table>
<thead>
<tr>
<th>UT System Administration Policies and Standards</th>
<th>Other Policies and Standards</th>
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<tbody>
<tr>
<td>Federal Income Withholding Tax (Procedure 1-9)</td>
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<td>Departmental Payroll Vouchers (Procedure 1-12)</td>
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<td>Overtime Requests and Payments to Employees (Procedure 1-15)</td>
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<tr>
<td>Accrued Vacation, Sick Leave, Death Benefits, Excessive Absences and Mid-Month Terminations (Procedure 1-16)</td>
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APPENDICES

N/A

CONTACTS

If you have any questions about Procedure 1-1, Pay Dates, Payroll Deadlines and Payroll Deductions, please contact the following departments:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Email/URL</th>
</tr>
</thead>
</table>
| All topics in Procedure | Payroll Services    | (817) 272-5426   | payroll@uta.edu  
 http://www.uta.edu/policy/bac/staff/accounting/payroll |
| Website access | Administrative Information Management | (817) 272-0222 | aim@uta.edu  
 http://www.uta.edu/aim |

WEBSITE ADDRESS FOR THIS PROCEDURE

http://www.uta.edu/policy/procedure/1-1