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## TIMEKEEPING, HOURS AND PAYROLL

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### PAYDAYS

SWOSU uses a once per month pay schedule. Each paycheck will include earnings for all work performed through the end of the previous pay period. In the event the regularly scheduled pay date does not fall on a workday (i.e., weekend or holiday), the pay date shall be the last workday prior to the regularly scheduled pay date.

**Direct Deposit:** SWOSU offers an Automatic Clearing House (ACH) service that provides the opportunity for direct deposit to an employee's banking account. This advantage is provided as a free benefit to employees. The State Treasurer's Office mandates direct deposit for all state employees with the exception of part-time and seasonal workers.

**Distribution:** Paycheck stubs are distributed to budget unit heads or their designees (e.g., the office administrative assistant). Additionally, the employee may place a "hold" on their paycheck stub, in which case, it will be kept in the Human Resources Office for the employee to retrieve.

Employees who desire to have a family member or friend pick up their paycheck stub will need to complete a Check Release Form. This form allows permission for check retrieval to be given on a one-time basis or for a specified time period. The form is available in the Human Resources Office.

**Payroll Cycles:** SWOSU has three routine pay cycles each month; these are outlined below, as are the supplemental payroll cycles.

- **Hourly Payroll:** The Hourly Payroll cycle is designed to compensate hourly/staff employees.
- **Monthly Payroll:** The Monthly Payroll cycle is designed to compensate salaried employees.
- **Student Payroll:** The Student Payroll cycle is designed to compensate student employees.
- **Supplemental Payrolls:** To meet the various payroll requirements of SWOSU, the Payroll Office will periodically run supplemental pay cycles.