

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:04:11

DATE: June 18, 1999

SUPERSEDES POLICY NO: IV:04:11

DATED: July 1, 1979

SUBJECT: Payrolls

APPROVED: James E. Walker, President \_\_\_\_\_

I. GENERAL

1. All compensation to which an individual is entitled for personal services rendered while an employee of the University will be paid by a payroll check. "An employee is an individual who performs services subject to the will and control of an employer both as to what shall be done and how it shall be done . . . . It does not matter that the employer permits the employee considerable discretion and freedom of action, so long as the employer has the legal right to control both the method and the result of the services." (IRS Circular E) Included as personal services are salaries, wages, and other payments for which personal services were or will be required.
2. All employees of the University must have a W-4 form on file in the Human Resource Office before payroll checks can be released.

II. PAYROLLS

The university payroll system provides for the issuance of two basic payrolls each month:

1. The Regular Payroll (month-ending)- This payroll covers all employees who appear in the budget in a named position who are paid at a monthly rate and all employees paid from contracts and grants at a monthly rate. Regular payroll checks are distributed through the department heads on the last work day of each month. All entries for the regular payroll must reach the Human Resource Services Office by the 20<sup>th</sup> of each month to be reflected in the payroll check for that month. Authorized extra compensation payments for budgeted personnel and Summer School payments are paid on a separate check from the regular monthly check. Academic personnel are paid in 12 equal monthly installments for services performed during the academic year. These payroll checks are issued on the last working day at the end of each month beginning with August and ending with July. Academic personnel who resign or are otherwise terminated may, if they request in advance, be paid in full at the end of the month after their last date of service for all remaining amounts due.

Payroll checks for all monthly employees, including academic personnel, are prepared and distributed during the last work week of December before closing for the Holidays.

2. The Student and Special Payroll (mid-month)- This payroll covers student employees, except graduate assistants, and part-time employees paid at an hourly rate, and certain maintenance employees. These checks are issued on the 15<sup>th</sup> (or the work day preceding the 15<sup>th</sup> if it falls on a weekend) and the last work day of each month. Checks must be picked up in the Business Office and direct deposit stubs will be sent to the department where the employee works. All entries for this payroll must reach the Human Resource Services Office or the Payroll Services Office by the due date for each payroll period in order to issue payments on each payday.
3. In addition to the above, special payrolls are prepared for Intersession and Summer School salaries.