

Payroll Procedures

System Regulation: 31.01.07

Approved: April 24, 1996

Most Recent Revision: January 28, 2022

Next Scheduled Review: January 28, 2027

A&M-Commerce Procedure: 31.01.07.R0.01

Approved: April 1, 2013

Most Recent Revision: June 27, 2024

Next Scheduled Review: June 27, 2029

Responsible University Office:

Human Resources, Payroll Services

Responsible University Administrator:

Chief Human Resources Officer/Director of Payroll Services

Employees at the university will receive their payments on the first working day of each month for the previous month's work. For new faculty members hired in the fall semester (mid-August), the initial paycheck can be expected on October 1 or the following working day. For new hires starting in the spring semester (mid-January), the initial pay can be expected on February 1 or the following working day. This pay will be for half of the month of January, and the last pay will be on June 1 or the following working day for the full month of May.

Our Save for Summer program allows employees with less than a twelve-month appointment to designate a specific amount to be set aside from their monthly pay and distributed during the summer months. More information and the Save for Summer Enrollment/Cancellation Form can be found in the [Payroll Forms section](#) of the HR website. Once enrolled, participation in the program will automatically renew each fiscal year unless the employee chooses to opt out.

A&M-Commerce encourages all employees to utilize electronic direct deposit for their payroll accounts. Direct deposit information is completed by each employee in Workday as part of the onboarding process. Workday can be accessed through the [Single Sign On portal](#). To ensure timely payroll payments, employees are required to fully complete all necessary steps and forms as outlined by Human Resources and Payroll.