

NUMBER: FINA 6.03 (formerly BUSF 6.03)  
SECTION: Administration and Finance  
SUBJECT: Payroll Frequency  
DATE: November 1, 2006  
REVISED: February 17, 2015  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Leslie Brunelli  
Issued by: University Finance - Controller's Office

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I. Policy

This document sets forth the University of South Carolina policy for issuing paychecks and making payroll deposits, and provides a schedule of payroll dates and deadlines. The University will establish a schedule for issuing paychecks and making payroll deposits. The Payroll Department publishes and distributes a schedule of specific payroll dates on a semi-annual basis. The schedule will also include deadlines for submitting payroll data to Payroll.

II. Procedures

A. Salaried Classified employees.

The University pays exempt and non-exempt employees twice a month on the 15<sup>th</sup> and the last day of the month for the current semi-monthly period.

B. Faculty

1. Academic year

Nine-month faculty will receive eighteen equal semi-monthly payroll deposits. The first payroll deposit or check is issued on August 31 and the last deposit for the academic year is made on May 15. Also, nine-month faculty have the option of having their base nine-month salary distributed over a twelve-month period. This option is available to them upon completion of an authorization form. The completed authorization form must be submitted to the Payroll Department each academic year for enrollment. Blank authorization forms are available in the Payroll Offices.

A condition of the above authorization requires that the employee waive access to such funds set aside in a non-interest bearing account until the beginning of the following summer.

## 2. Summer School Payments

All payments for summer salaries will be distributed on the established semimonthly pay dates. Timely submission of summer pay data to the Payroll Department will ensure issuance of equal semimonthly payments to be distributed and coincide, as much as possible, with the time frame of the inclusive dates of the particular session.

## C. Hourly Employees

Temporary employees paid on an hourly basis will normally have accrued earnings on any given pay date. Hourly employees should refer to the payroll schedule to determine which pay date reflects the respective previous weeks of services performed. Most of the pay dates cover two weeks of services performed. However, a few pay dates each year cover three weeks of services performed. The calendar is adjusted on an annual basis. .

## III. Reason for Revision

Policy revised due to departmental reorganization, departmental name changes, and to reflect clarification of the Payroll Frequency policy.