

Academic Affairs Manual (ACD)

ACD 512: Payroll—Pay Dates and Deductions

Effective: 11/1/1974

Revised: 1/27/2009

Purpose

To describe pay dates and deductions

Sources

Executive Vice President, Treasurer, and Chief Financial

Officer Office of Human Resources

Applicability

Faculty

Academic professionals

Policy

Pay Dates

[Faculty](#) and [academic professionals](#) are paid on a bi-weekly pay schedule. Pay dates are every other Friday except if the pay date falls on a holiday; then payday is on the day before the holiday. Payroll checks are distributed by departments based on the warrant mail code submitted on the Personnel Action form (PAF) for each employee.

[Employees](#) may ask to have their payroll checks deposited directly to any financial institution that is a member of the Arizona Clearing House Association. Employees may authorize direct deposit by completing the direct deposit request in My ASU (in the “Paycheck and Payroll Info” part of the menu). Direct deposit funds will be available at 8:00 a.m. on payday, and a payroll stub will be sent to the employee at his or her department.

Deductions

New employees are required to complete forms for mandatory deductions, such as federal and state withholding, Social Security (FICA), and retirement (TIAA, Optional Retirement Program, or Arizona State Retirement System). Voluntary deductions may be authorized by the employee for health insurance, supplemental life insurance, tax-sheltered annuities, U.S. savings bonds, auto insurance, short-term [disability](#) insurance, and United Way charitable contributions.

Cross-References

For additional information, see:

1. [ACD 513](#), “Request for a Manual Warrant”
and
2. [ACD 603](#), “Direct Deposit of Paychecks.”