



I. 6.5.2 Types of Payroll

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: June 2025
Responsible Entity: Senior Vice President and Chief Financial Officer	Date Last Revised: June 2025

II. Purpose

To establish the types of payroll and requirements specific to a type of payroll.

III. Scope

This policy applies to all UT Health San Antonio full or part-time employees, temporary employees and students who receive pay through the Office of Payroll Services.

IV. Policy

A. Types

The Office of Payroll Services prepares several types of payrolls each month. They are:

1. The “Monthly” paid the first working day of the month.
2. The “Bi-weekly” paid every other Tuesday.
3. “Off-cycle” runs processed as needed throughout the month.
4. “Stipends” are paid through the Office of Disbursement Services.

B. Requirements for Payment

In order for employees to be paid on the scheduled date, these steps must be followed:

1. The employee must have an active employment record in the current Enterprise Resource Planning (ERP) system. .
2. New employees must provide required employment documents to the Office of Human Resources (OHR) and make benefit selections. Electronic submission should be incorporated whenever feasible.
3. All required employment forms and payroll tax and deduction information must be completed by the employee and processed into the ERP system by the appropriate office.

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4. The Office of Human Resources must validate and enter the approved compensation rate into the ERP system for the employee.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
05/2000	Policy Origination		
05/2016	Policy Revision		
06/2025	Policy Revision	Executive Committee	06/23/2025