



## 6.5.2 Types of Payroll

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2016

### I. Purpose

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

### II. Scope

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

### III. Policy

#### A. Types

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

1. The “Supplemental” paid on the 10th of the month.
2. The “Semi-monthly and Overtime” paid on the 7th and 22nd of each month.
3. The “Lump Sum” paid on the 20th of the month following the month of termination.
4. The “Monthly and Stipend” paid the first working day of the month.

#### B. Requirements for Payment

In order to have employees paid on their due dates, several things have to occur:

1. The employee must have a personnel transaction entered by their employing department into the PeopleSoft HRMS system.
2. The employee must review the online new employee orientation presentation on the Human Resources website. New employees will then report to Human Resources to select their benefits if applicable.

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3. All required forms must be completed by employees and on file in the Human Resources.
4. When all required paperwork is submitted, Human Resources will enter a compensation rate into the PeopleSoft system for the employee<sup>4</sup>

### **IV. Definitions**

*There are no defined terms used in this Policy.*

### **V. Related References**

*There are no related documents associated with this Policy.*

### **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination		
<b>05/2016</b>	Policy Revision		