I. 6.5.1 Payroll Processing

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Office of 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 procedures for the Office of Payroll Services to process employee payrolls accurately and timely at UT Health San Antonio.

III. Scope

This policy applies to all employees and departments within UT Health San Antonio that are involved in the payroll process.

IV. Policy

A. Responsibilities

The Office of Payroll Services processes numerous payrolls throughout the month and fiscal year. Primary responsibilities include monitoring payroll cycles to ensure accuracy and timeliness in the payment of all UT Health San Antonio (UTHSA) employees. Payroll Services also oversees the prompt payment to vendors and agencies involving payroll deductions (i.e., income taxes, wage garnishments, retirement contributions, etc.).

Payroll Services is also responsible for the processing of payroll expenditure transfers when it becomes necessary to reallocate labor and benefit charges to different funding sources. Departments should initiate a request to reallocate expenditures. The request should be submitted to Payroll Services and include project IDs, employee name(s), employee ID(s), pay period dates and the adjusted effort percentages to properly reallocate the expenditures. All retroactive payroll expenditure transfers on grants and contracts that extend past sixty (60) days must be approved by the Office of Sponsored Programs before they are processed. Payroll expenditure transfers on State accounts can only be reallocated during the current fiscal year.

B. Calendar and Submission Deadlines

Payroll processing deadlines are published on the Payroll Services website at https://uthealthsa.sharepoint.com/teams/Business-Affairs/BFP/Payroll-Services. All transactions should be complete, properly approved, and submitted to Payroll Services prior to these deadlines to ensure prompt processing. Any request that is submitted after the designated deadline will be processed on the next available payroll.

C. Enterprise Resource Planning (ERP)

All personnel information inclusive of employment and payroll transactions are entered directly online through the ERP system. Departments work with their assigned HR Service Delivery Partner to initiate, obtain required approvals, and enter such transactions.

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