I. PURPOSE & INTENT

The purpose of this policy statement is to inform employing departments of fundamental policies concerning the payment of USF System personnel and the payroll Systems, developed in compliance with guidelines established by the USF System for compensating hourly and salaried personnel.

II. STATEMENT OF POLICY

A. Biweekly Payroll

The USF System pays wages on a biweekly basis.

B. Methods of Wage Payments

All persons will be paid by Electronic Fund Transfer (EFT) or USF System check. There will be no cash payments. The Payroll Department of Human Resources is responsible for the issuance of all payroll checks and EFT deposits for the USF System.

C. Post-Certified Payrolls

The USF System policy is to post-certify salaried personnel and hourly personnel.

D. Employee Records and Withholding Tax Statements (W-2 Forms)

Employee payroll records are maintained in the Payroll Department for the USF System. W-2 statements are prepared for all employees of the USF System by the Payroll
Department and individuals will receive their W-2 tax statement during the month of January.

E. **Set-Off Procedures**

The USF System may collect funds owed by employees by means of Set-Off Procedures (see USF Regulation 4.0095, Employee Debt Collection).

F. **Wage Assignments**

Under no circumstances will an employee's wages payment be issued to a creditor without due legal process.

G. **Direct Deposit by Electronic Fund Transfer (EFT)**

As a condition of employment, Direct Deposit (EFT) is the method of payment to employees. Employees will have their net pay available at their bank by 9:00 a.m. of the payday, depending on the financial institution. The Direct Deposit agreement (available through the Personnel Department and GEMS Self Service) is required to authorize the USF System to deposit an employee’s pay to their financial institution of choice (see USF Policy 2-011, Direct Deposit Program).

H. **Distribution of Paper Paychecks**

The Payroll Department will send paper payroll checks to regional campuses and USF St. Petersburg, as well as USF Tampa’s off-campus departments, by courier to each campus or department central administrative office for distribution. Established pick-up hours may be set by each campus, and employees must pick up their own paychecks. Paper paychecks may only be picked up during the established pickup times.

I. **Pay Advices/Paycheck Stubs**
Pay advices for payments made by Direct Deposit (EFT) are available to employees via GEMS Self Service. If payments are made by paper check the check and check stub are on the same sheet of paper. Pay advices and paycheck stubs reflect earnings and deductions for both the current payroll period and cumulative earnings to date for the calendar year.

Procedures can be found online in USF Business Processes (http://www.usf.edu/businessprocesses).

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.