

SECTION 801.03

(This section has been modified to reflect the addition of the new on-line system effective July 8, 2009)

Payroll Periods

The University has established two payroll periods geared to salaried and hourly-paid personnel.

1. Bi-Weekly Payroll/Student Payrolls.

The bi-weekly payroll is for hourly-paid employees who are on timecards located on the on-line system. The payroll period for the bi-weekly payroll begins at 12:01 A.M. Saturday and runs fourteen consecutive days. Employees on a bi-weekly payroll are paid on alternate Fridays by their immediate supervisors at the close of their normal work shift. Approval of time via the on-line system is due in the Payroll Office by the established payroll deadlines.

2. Monthly Payroll.

The monthly payroll includes those employees who are considered exempt by the Fair Labor Standards Act. Monthly checks are issued on the last working day of each month, unless otherwise specified by official memorandum.

Professional and Administrative-Exempt Employees in this category are paid monthly and are not eligible for overtime premium. The only time records required are those to indicate time off (annual leave, sick leave, etc.)

3. Calculation of Hourly Compensation (benefit purposes, budget, etc.)

- a. Non-Exempt Personnel.** Every employee of Valdosta State University has a base compensation rate which should not be confused with budgeted amounts. The final budget is a funding document which must assume each employee will work all hours each fiscal year, based on their equivalent full-time employment. The standard work year of all non-exempt full-time employees is 2080 hours, whereas the budget is based on anticipated annual hours to be worked, which ranges from 2072 to 2096 hours. Therefore, the rate of compensation must be calculated based on the following formula (budgeted amount/equivalent full-time employment/annual hours in fiscal year).
- b. Exempt Personnel.** The budgeted amount for exempt personnel, including faculty, is the annual compensation and will not vary with annual hours in the fiscal year. The hourly rate of exempt personnel is determined by the formula (budgeted amount/equivalent full-time employment/2080 hours).
- c. Benefit Base.** Benefits that are determined by annual compensation are determined on the standard work year and would be based on the calculations stated above.

4. Direct Deposit.

Regular status employees must have their checks deposited directly in the bank of their choice at no cost for this service. Details are available on this benefit in the Payroll Office.