

# Payroll

## Policy Statement

Employees are paid on a bi-weekly basis, that is, 26 times per year. It is expected that all employees of Marywood University will review their payroll record promptly each time compensation is received, and report any perceived error to the Office of Human Resources.

### *Direct deposit*

Employees are encouraged to have their payroll checks deposited directly to their bank accounts, if appropriate arrangements can be made with the bank. A completed application must be on file in Human Resources.

### *Distribution of payroll checks*

Payroll checks are mailed to employees' home addresses on the day before payday.

### *Payroll deductions*

Employees are eligible for membership in the Penn East Federal Credit Union. They may elect to make deposits to their credit union accounts through payroll deductions. They may also have part of their payroll checks deposited to savings accounts, Christmas clubs, vacation clubs, etc. A payroll deduction form must be on file in Human Resources.

## Procedures

Questions concerning pay periods or payroll checks should be directed to Human Resources.

Information about additional payroll deduction options, such as insurance, is available in Human Resources.

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## Related Policies and Committees

Policy - Compensation Policy for Faculty

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## History of Payroll policy

07/01/91 - Reaffirmed with publication of *Personnel Manual*

01/05/06 – Reviewed and updated statement approved by the President of the University.

11/14/08 – Change bringing up to date the process for distribution of payroll checks, approved by the President of the University as recommended by the Policy Committee of the University

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