1000.00 Payroll Processing

1. Payroll is responsible for paying University employees on a regular basis, at predetermined intervals, and in accordance with existing governmental regulations and executed labor contracts.

2. UMS has two (2) payroll schedules, monthly and biweekly, and three (3) paygroups, Biweekly, Student (biweekly) and Monthly. Employees will be paid at the frequency associated with their primary job.

3. Exempt University employees (academic, professional and administrative staff), will be paid on a monthly cycle. The pay date is the last working day of the month.

4. Non-exempt University employees (support staff and members of bargaining units) and students will be paid on a biweekly cycle. The pay date is the Friday following the pay period worked, except when there is a scheduled University holiday. The pay date, in those instances, will be on the working day immediately preceding the holiday. The University work week is 12:01 AM Sunday through midnight Saturday.

5. Payroll is responsible for establishing the schedule of pay dates for University employees.

6. Departments are responsible for processing appropriate payroll actions (e.g., time reporting, Database update for new hires, changes in pay amount, terminations, etc.) in a timely manner, and in accordance with the schedule of due dates as established by Payroll.

7. In the event of a disaster, fire, computer malfunction or any other event which is beyond the control of Payroll, the University reserves the right to pay employees on other than the regularly scheduled pay date.

8. Also, in the event of a disaster, fire, computer malfunction or any other event which is beyond the control of Payroll, the University reserves the right to pay all employees via check, even if normal method of payment is direct deposit.

- 1010.00 Payroll Schedule
- 1020.00 Off-Cycle Payroll
- 1030.00 Payroll Actions
- 1040.00 Payroll Taxes and Deductions
  - 1040.10 Payroll Deductions and Reductions
  - 1040.20 Tax Withholding
    - 1040.25 Student Employee FICA Exemption
  - 1040.30 Tax Withholding for Nonresident Aliens
    - 1040.35 UMS Tax Treaties
    - Nonresident Frequently Asked Payroll Questions
  - 1040.40 Taxable Fringe Benefits - Imputed Income
  - 1040.50 Garnishments and Levies
  - 1040.60 Maine Unemployment Reporting
- 1050.00 Distribution of Paychecks
  - 1050.10 Paycheck Distribution Methods - Direct Deposit
  - 1050.20 Paycheck Distribution Methods - Paper Check
  - 1050.30 Replacement or Reissue of Lost Payroll Checks
  - 1050.40 Uncashed Checks
- 1060.00 Overpayments