

Pay Policy Changes

Summary

The university's procedure for pay schedules.

Purpose

To provide guidance to employees on the University's procedure for pay schedules.

Policy

Pay Schedules

Professional/administrative (monthly) personnel are paid each month on the last working/banking day of the month.

Bi-weekly personnel and student employees are paid every other Friday.

Pay Deductions

Certain deductions to include taxes and retirement contributions are required by law. Contributions are also required for employees who elect to participate in University sponsored benefit programs such as health, dental, supplemental life, cancer and intensive care insurance, and long term disability insurance. Other voluntary deductions may include credit union, tax sheltered annuities, and flexible spending accounts.

For personnel paid on a bi-weekly basis, it is CSU's policy to deduct half of the premiums for elected benefits from the first paycheck in the month and half from the second. In the instances where bi-weekly personnel receive three paychecks during one month, only Teachers Retirement System contributions and taxes are deducted from the third paycheck.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

6/5/18

Responsible Authority

CSU Human Resources