



54 Proposed Policy Number and Title: <i>351 Annual Compensation and Benefits</i>		
Existing Policy Number and Title: <i>351 Annual Compensation, Benefits, and Pay Practices</i>		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision – Limited Scope	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
NOTE: Limited Scope, Partial Deletion. Bundled with Policy 202	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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Draft Number and Date: <u>Stage 4, April 11, 2013</u>
President’s Council Sponsor: <u>Val Peterson</u> Ext. _____
Policy Steward: <u>Corey Callahan</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>9/20/2012</u></p> <p>University Entities Review Entrance Date: <u>10/18/2012</u></p> <p>University Community Review Entrance Date: <u>02/28/2013</u> Open Feedback: <u>02/28/2013</u> Close Feedback: <u>03/28/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>04/11/2013</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>

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POLICY TITLE	Annual Compensation and Benefits	Policy Number	351
Section	Human Resources	Approval Date	
Subsection	Compensation and Benefits	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

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1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Annual Compensation/Benefit Plan

4.1.1 The ~~institution~~University shall provide an annual compensation/benefit plan as established by the President and approved by the Board of Trustees. Insofar as is possible, the compensation/benefit plan shall be:

- 1) Adequate—Meeting minimum governmental, institutional, labor market, and employee requirements;
- 2) Equitable—Paying employees fairly in line with job requirements, effort, performance, abilities, education, training, and so on;



- 43 3) Cost Effective—Being within the scope of what the [college University](#) can afford to pay based
44 on legislated and other funding sources;
45
46 4) Balanced—Providing a reasonable combination of pay, benefits, and other rewards; and
47
48 5) Motivational—Providing enough incentive for employees to be efficient, effective, and
49 productive in their work.
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51 **4.2 Salary and Wage Schedules**

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53 **4.2.1** Salary and hourly wage schedules for adjunct and overload faculty, and classified exempt,
54 nonexempt, and student employees shall be reviewed and published annually as part of the
55 institution's compensation/benefit plan. Current schedules are maintained in [Human Resources](#).
56 [the Personnel Office](#).
57

58 **4.3 Employee Benefits**

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60 **4.3.1** The ~~institution~~[University's](#) annual compensation/benefit plan shall define employee
61 benefits to be provided to benefits-eligible positions for a given plan year.
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64 **5.0 PROCEDURES**

65 [A. PAY DAYS AND PAY CHECK PROCEDURES](#)

66 ~~1. Pay Days for Hourly Employees~~

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69 ~~The standard pay days for employees paid on an hourly basis are the 1st and 16th of each~~
70 ~~month. Checks issued on the 1st are for work performed from the 1st to the 15th of the~~
71 ~~previous month. Checks issued on the 16th are for work performed from the 16th to the end~~
72 ~~of the previous month. Generally, time cards must be submitted two working days after the~~
73 ~~last working day of the pay period. Payments for late time cards will be paid on the next~~
74 ~~payroll.~~

75 ~~2. Pay Days for Adjunct Faculty~~

76 ~~The standard pay days for adjunct faculty will be the 1st and 16th of each month during the~~
77 ~~semester. Total adjunct pay is spread in even payments throughout each semester.~~
78

79 ~~3. Pay Days for Overload Faculty and Staff~~

80 ~~Full-time faculty or staff who are contracted to teach by semester appointment will receive~~
81 ~~equal payments spread over the semester taught. These payments will be paid as part of~~
82 ~~regular contract paychecks on the 1st and 16th of each month.~~
83

84 ~~4. Pay Days for Salaried Employees~~

85 ~~The standard pay days for salaried employees are the 1st and 16th of each month. Checks~~
86 ~~issued on the 1st are for the work performed during the last half of the previous month;~~
87 ~~those issued on the 16th are for work performed during the first half of the current month.~~
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5. ~~Pay Days that Fall on a Weekend or a Holiday~~

~~When a standard pay day falls on a Saturday, checks are issued on Friday. When a pay day falls on Sunday, checks are issued on Monday. If pay day falls on a holiday on Friday, checks are issued on Thursday. If the holiday falls on any other week day, checks are issued the following day.~~

6. ~~Pickup Procedures~~

~~Checks and direct deposit pay stubs will be disbursed on payday by the payroll coordinator. All employees are assigned to the coordinator of the department where the greatest percentage of pay is received. Special arrangements may be made for check distribution (hold, mail, etc.) during vacation or holidays with the payroll coordinator.~~

7. ~~Direct Deposit~~

~~University employees are encouraged to have their pay checks deposited directly to a bank account via magnetic wire transfers. Forms and additional information are available from departmental personnel coordinators and the Payroll Office.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



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Proposed Policy Number and Title: 202 Payroll		
Existing Policy Number and Title: 202 Payroll		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
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NOTE: Bundled with Policy 351.	Anticipated Expiration Date:	
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POLICY TITLE	Payroll	Policy Number	202
Section	Financial Affairs and Development	Approval Date	
Subsection	General Financial Policies	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 This policy establishes guidelines for the University’s payroll administration and for paying employees in a manner compliant with federal and state regulations.

2.0 REFERENCES

- 2.1** Policy 210 *Independent Contractors*
- 2.2** Policy 302 *Hiring of Salaried and Hourly Positions*
- 2.5** Policy 306 *Faculty Positions: Posting and Waiver of Posting*

3.0 DEFINITIONS

- 3.1 Employee:** A worker classification carrying with it a variety of tax obligations for the University.
- 3.2 Form W-2:** A wage and tax statement required by law and prepared by the University and given to employees for the preparation of individual federal and state tax returns.
- 3.3 Independent contractor:** A worker not considered an employee and for whom the University has no employment tax liability.
- 3.4 Pay Procedures:** Include but are not limited to paydays, pay cycles and periods, pay distribution methods, processes for reporting hours worked, and pay initiation.
- 3.5 Tax withholdings:** A business employment tax obligation to deduct federal and state taxes derived from compensation paid to employees.

4.0 POLICY



42 **4.1** In accordance with state and federal regulations and under the direction of President's
43 Council, university pay procedures are established and maintained by UVU Finance and
44 Business Services. The University adopts pay processes to facilitate regulatory compliance, cost-
45 effectiveness, accuracy, and timely payment of employees. ~~Pay procedures include paydays, pay~~
46 ~~cycles and periods, pay distribution methods, processes for reporting hours worked, pay~~
47 ~~initiation, etc.~~

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49 **4.2** The Payroll Office is the sole source for wage and salary payments made by the University to
50 its employees.

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52 **4.3** Independent contractors are paid in accordance with UVU Policy 210 *Independent*
53 *Contractors.*

5.0 PROCEDURES

5.1 Employee Pay

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59 **5.1.1** To be eligible for pay as an employee, an individual must be hired through an official
60 hiring process established by Human Resources. Individuals hired may not perform work on
61 campus until the employing department receives notice from Human Resources authorizing the
62 individual to work on campus.

63
64 **5.1.2** “Employee pay requests shall be made through official University processes and forms.
65 Pay requests will not be processed until all required approvals have been received, and when
66 applicable, the employee has completed required new hire paperwork. Requests for paying
67 employees shall be made through official University processes and forms. Pay requests must
68 receive the required approvals before payment will be made.

69
70 **5.1.3** Federal and state tax withholdings shall be made in accordance with federal and state tax
71 regulations. Taxes withheld from employees will be deposited with the appropriate federal and
72 state agencies as required by law. An accounting of taxes withheld and deposited on an
73 employee's behalf will be made available to employees at the end of each tax year on Form W-2.

5.2 Repayment of Advances and Overpayments

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77 **5.2.1** Departments and employees have the responsibility to review payroll earnings and
78 deductions each payroll period. Discrepancies shall be reported to the Payroll Office
79 immediately so that action can be taken to resolve discrepancies. The Payroll Office will verify
80 all identified discrepancies before corrective action is taken. Employee wage, salary, and benefit
81 underpayments will be promptly rectified with methods of payment available to the Payroll
82 Office. Likewise, employees are expected to reimburse the University in a timely manner for
83 unearned wages, salary, and benefits ~~payments in excess of what they earned.~~



85 **5.2.2** Pay received in advance of work performed is deemed as unearned. To the extent that all
86 or part of an advance payment is not subsequently earned, the employee shall be obligated to
87 repay the unearned portion of wages, salary, and benefits to the University.
88

89 **5.2.3** ~~Overpayments resulting from section 5.2.1 and 5.2.2 not returned to the University shall be~~
90 ~~deemed overdue.~~ The University may use all legal means to recover unearned wages, salaries,
91 and benefits. ~~overdue balances.~~ Means used for recovery shall cease when the University
92 receives the overdue balance.
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94 **5.3 Record Retention**

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96 **5.3.1** The Payroll Office retains pay records in accordance with state and federal record retention
97 laws.



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~~Utah Valley University
Policies and Procedures~~

Title	Payroll	Number	202
Section	Financial Affairs and Development	Approval Date	Jun 18, 1992
Subsection	General Financial Policies	Effective Date	Jun 18, 1992

I. Policy

A. Payroll Action Form

Action Form shall be completed and approved prior to commencement of initial employment or change in status for all employees (hourly or salaried).

B. Time Sheets/Cards (Hourly Employees)

Procedures for reporting work by hourly employees is maintained in the institution's Accounting Office.

C. Pay Periods

Procedures to ensure timely payment of all employees shall be established and maintained by the appropriate office. Refer to C 4.1 Employee Compensation and Benefits.