Policy 2.8
General Payroll Information

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.8 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Payroll
Effective Date: March 20, 2007
Last Revision: March 29, 2007

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Overview

The primary purpose of the University Payroll/Human Resource System is to pay salaries and wages to employees in an accurate and timely manner and to provide information for managerial purposes.

Applicability

All employees.

Policy Details

2.8.1 General Information

University Payroll Services processes three payrolls:

- **Monthly Payroll**
  Monthly payment of salaries to faculty and staff members whose positions are exempt from the provisions of the Fair Labor Standards Act. Stipends and fellowships to students or postdoctoral candidates.

- **Biweekly Payroll**
  Payment of hourly wages to all other employees whose positions are covered by the provisions of the Fair Labor Standards Act.

- **Monthly Supplemental**
  Payments such as awards, extra-duty payments and retroactive salary adjustments.

An individual can be paid a Non-Compensatory Award and still be on one of the other two payrolls at the same time.

Please click here for the current dates for each of these payroll runs, available at all times on the front page of the Finance website.

All references within the following policies apply to the University Payroll office located at 1762 Clifton Rd. Some of the
University Payroll office duties include:

- Processing all wages and salary payments.
- Withholding proper taxes and establishing authorized deductions.
- Answering employee and departmental inquiries.
- Collecting and disbursing garnishments, tax liens, and child support.
- Issuing earnings statements and W-2s.
- Review all payroll payment requests for accuracy.
- Calculating and depositing all taxes.

2.8.2 The Human Resource Payroll System

The Human Resource/Payroll PeopleSoft System maintains all detailed payroll, fringe benefit, and personnel information. From a payroll perspective, the system’s primary objective is to ensure prompt, accurate payments to all University employees.

The PeopleSoft System performs all gross-to-net calculations, including computation of the tax withholdings and most of the cost calculations for fringe benefits. The system affects many other systems in the University, (i.e. Payment Services System, Financial Accounting System), and it is a primary source of financial management information.

2.8.3 Holiday Schedules

All employees and departments should be aware of changes in payroll deadlines and dates due to holidays. University Human Resources and the Payroll Department will forward information to departmental Human Resource Reps and Timekeepers concerning any deadline changes.

2.8.4 Overtime Pay

- Payment for overtime hours must be made in accordance with the provisions of the Fair Labor Standards Act.
- Hours worked over 40 in a week must be paid as overtime.
- Payment for overtime will be made by the Payroll Department in the next regularly schedules payroll cycle.

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.8

Contact Information

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td></td>
<td>404-727-6100</td>
<td><a href="mailto:payroll@emory.edu">payroll@emory.edu</a></td>
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Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.