

# Payment Plan for Hourly Faculty and Professionals

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Hourly faculty and professionals are paid by time certificate. Time certificates are to be obtained in the employing department.

The reporting period for each time certificate is the 15<sup>th</sup> of the previous month through the 14<sup>th</sup> of the current month. Hourly faculty and professionals are on a mid-month or “lag” payroll. This means that work done from the 15<sup>th</sup> of the previous month through the 14<sup>th</sup> of the current month is paid once per month on the last business day of the current month. (ie: Work done the 15<sup>th</sup> of September through the 14<sup>th</sup> of October is paid on October 31<sup>st</sup>; work done the 15<sup>th</sup> of October through the 14<sup>th</sup> of November is paid on November 30<sup>th</sup>, etc.)

Certain departments have different reporting periods in order to meet their payroll deadlines. For example, the department may report time from the 11<sup>th</sup> of the previous month through the 10<sup>th</sup> of the current month. Payday would still be the last business day of the current month. **It is important to check with your department to find out what their reporting period is.**

Time certificates are due in the Payroll Office on the 15<sup>th</sup> of the current month or the previous business day if the 15<sup>th</sup> is a Saturday or Sunday. Time certificates must be signed by both the employee and the supervisor to be valid. Certain departments have their employees punch a time clock and sign a time card instead of filling out a time certificate. A signed time card on file can substitute for the employee’s signature on a time certificate.

Draws are not available to hourly faculty and professionals. Manual checks will only be done to comply with the 35-day law or upon resignation/termination.

It is important to report time worked to your department in a timely manner so that the employing department can meet payroll deadlines.

**I have read and understood the Payment Plan for Hourly Faculty and Professionals.**

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Signature

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Date

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Printed Name

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SS or ID#