

Payment Plan for Temporary Support Staff Employees

Temporary employees are paid by time certificate. Time certificates are to be obtained in the employing department.

The reporting period for each time certificate is the 15th of the previous month through the 14th of the current month. Temporary employees are on a mid-month or “lag” payroll. This means that work done from the 15th of the previous month through the 14th of the current month is paid once per month on the last business day of the current month. (i.e. work done the 15th of September through the 14th of October is paid on October 31st etc.)

Certain departments have different reporting periods in order to meet their payroll deadlines. For example, the department may report time from the 11th of the previous month through the 10th 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 15th of the current month or the previous business day if the 15th 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 temporary employees. 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 Temporary Employees.

Signature

Date

Printed Name

SS or ID#