


# HR-0001 Payroll Processing and Pay Periods

	Policy identification number: HR-0001
	File: Personnel Policies > Human Resource Policies
	<b>Payroll Processing and Pay Periods</b>
	Policy Summary
<b>This policy outlines how and when employees will be paid, as well as allowable deductions.</b>	

Policy Owner	Approval Date	Effective Date
<b>Vice President for Finance and Administration</b>	<b>November 2024</b>	<b>November 2024</b>

Search Terms	Scheduled for Review
<b>vpfa, p, payroll, processing, periods</b>	<b>Spring 2026</b>

## I. Policy Statement

### 1. General

1. Payrolls will conform to state and federal laws concerning hours worked, deductions, minimum wages and reporting requirements of state and federal agencies.

### 2. Pay Periods and Advances

1. All employees will be paid on a bi-weekly basis. The bi-weekly pay period commences on Saturday of week one and ends on Friday, 14 days later. Paychecks are issued 26 times per year, two weeks after the end of each pay period.

2. The payroll calendar (schedule of pay periods, payroll dates and deadlines for pay changes) will be maintained by the Controller's Office.

3. If the regular payroll date falls on a holiday, the payroll date will be the last weekday worked immediately preceding the regular pay date.

4. All employees with regular full-time or part-time appointments, exempt from overtime regulations, will receive their agreed upon salary in equal installments on the applicable payroll dates relative to the period that the services are provided.

5. All exempt employees with temporary appointments will receive their agreed upon salary on the applicable payroll dates relative to the period that the services are provided to Fort Lewis College.
6. All employees with regular full-time, regular part-time, or temporary appointments, not exempt from overtime regulations, are paid on an hourly basis and will be paid on the payroll dates relative to the period that the services are provided to Fort Lewis College.
7. The initiation or modification of pay and/or employment status must be transmitted and approved through Workday by the date specified in the payroll calendar for the timeframe in which the change will become effective. Failure to present documentation regarding the initiation or modification of pay and/or employment status through Workday on or before the date specified in the payroll calendar will result in a delayed payment of those changes to the next regularly scheduled payroll date.
8. There will be no advances on salaries or hourly wages.

### **3. Approvals**

1. Employees must submit their time worked and/or use of appropriate leave for approval of their supervisor by the date specified in the payroll calendar for the timeframe in which the work or leave occurred.
2. Supervisors must approve an employee's time worked and/or use of appropriate leave by the date specified in the payroll calendar for the timeframe in which the work or leave occurred.
3. If a supervisor fails to approve an employee's submitted time worked and/or use of appropriate leave by the date specified in the payroll calendar for the timeframe in which the work or leave occurred, may result in a delayed payment to the next regular scheduled payroll disbursement date.
4. Supervisors who fail to approve employees' submitted time for three periods may lose the right to supervise employees.

### **4. Voluntary Deductions**

1. Employees can authorize payroll deductions only for those deductions approved by Fort Lewis College, and the Executive Director of the State Department of Personnel Administration.
2. No voluntary deductions will be honored unless the appropriate written authorization is received from the employee.
3. All voluntary deduction authorizations must be transmitted to the Office of Human Resources by the date specified in the payroll calendar for the timeframe in which the deduction will become effective.

### **5. Insurance**

1. Employees not under the state personnel system (faculty and administrative professional (exempt) staff from the classified system) will be offered to enroll in the insurance plans offered through the Colorado Higher Education Insurance Benefit

Alliance (CHEIBA) in accordance with the group insurance plan and CHEIBA Trust Plan Document.

2. Employees under the state personnel system (classified staff) are offered the opportunity to enroll in the insurance plans offered by the State of Colorado Department of Personnel Administration. The College contribution is governed by statute. The effective date of insurance is established in accordance with the stipulated regulations for such insurance.

3. All student employees and administrative & professional staff who fall below the FTE threshold outlined by the CHEIBA plan documents are not eligible for insurance.

## **II. Reason for Policy**

Compliance with laws and regulations.

## **III. Responsibilities**

**For following the policy:** All Employees

**For enforcement of the policy:** Director of Human Resources

**For oversight of the policy:** Vice President for Finance & Administration

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** Director of Human Resources

## **Revision History**

The Payroll Processing and Pay Periods policy replaces policy 4-1: Fort Lewis College Payroll Processing.