

UAM PAYROLL DATE INFORMATION

I. Regular Payroll

A. Full-Time Benefits Eligible Employees (includes overload payments)

1. Pay Dates: Fifteenth (15th) and the last day of each month. If either of these days fall on Saturday, Sunday, or a holiday, payroll checks (including direct deposits) will be released on the preceding work day.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Personnel Office by noon on the first work day of the subsequent month.
3. Direct Deposit: Available.
4. Check Distribution: In accordance with available option selected by employee.

B Summer Salary for Full-Time Benefits Eligible Employees (Salary for summer employment by non-twelve-month faculty)

1. Pay Dates:
Summer I - June 15, June 30.
Summer II - July 15, July 31, August 31.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Personnel Office by noon on the first work day of the subsequent month.
3. Direct Deposit: Available.
4. Check Distribution: In accordance with available option selected by employee.

C. Summer Salary Conversion Payments for Full-Time Benefits Eligible Employees-that elect this option. (Results from non-twelve month employees receiving their salary payments over twenty-four pay periods)

1. Pay Dates: May 31, June 15, June 30, July 15, July 31, August 15.
Employee appointment will determine which summer salary pay dates apply.
2. Time Records: Not applicable - previously submitted.
3. Direct Deposit: Not available.
4. Check Distribution:
 - A. Faculty employed on campus during summer term -
“Pick up” at unit/department.
 - B. Faculty not employed on campus during summer term -
Mailed to home address.

D. Part-Time Faculty (Adjunct)

1. Pay Dates:
Fall - August 31, September 15, September 30, October 15, October 31, November 15, November 30, December 15.
Spring – January 31, February 15, February 28/29, March 15, April 15, April 30, May 15.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Personnel Office by noon on the first work day of the subsequent month.
3. Direct Deposit: Available.
4. Check Distribution: In accordance with available option selected by employees.

E. Graduate Assistant

1. Pay Dates: Fifteenth (15th) and last day of each month.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Personnel Office by noon on the first work day of the subsequent month.
3. Direct Deposit: Not available.
4. Check Distribution: In accordance with available option selected by employees.

II. Supplemental Payroll

A. Extra-Help Employees

1. Pay Dates: Third working day after the fifteenth (15th) and the third working day after last day of each month.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Payroll Office by noon on the first work day of the subsequent pay period. This properly completed Time Record must be received by the due date for a salary payment to be processed.
3. Direct Deposit: Not available.
4. Check Distribution: In accordance with available option selected by employees.

B. Career Service

1. Pay Dates: Third working day after the fifteenth (15th). This pay date is for all career service dates from the sixteen (16th) of the previous month through the fifteenth (15th) of the current month.

2. Career Service Dates: The career service date for classified employees (with a few exceptions) is on their anniversary date. The career service date for non-classified employees is on the anniversary date of the employee's latest hire date.
3. Direct Deposit: Not available.
4. Check Distribution: In accordance with available option selected by employee.

III. Student Payroll

1. Pay Date: Tenth (10th) of each month. If the tenth (10th) falls on Saturday, Sunday, or a holiday, payroll checks will be released on the preceding work day.
2. Time Records: Must be properly completed, signed by employee/supervisor, and received in the UAM Financial Aid Office by noon on the first work day of the subsequent month.
3. Check Distribution: Cashier's Office in Harris Hall.

IV. Wireless Device Allowance Payments

1. Pay Date: Allowance pay dates. (See Regular Payroll IA above)
2. Allowance for Wireless Device Form: Must be approved and received in the Payroll Office each fiscal year.
3. Direct Deposit: Available. (See Regular Payroll IA above)
4. Check Distribution: In accordance with available option selected by employee for the Regular Payroll.