

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Employment Requisitions and Payments Policy

**TIU POLICY #:** P-321

**STATUS:** Approved, March 2016

---

### **I. PURPOSE:**

To explain the employment requisitions, special payments, and payroll cycle expectations for Trinity International University (University).

### **II. SCOPE:**

This policy applies to all employees of the University.

### **III. POLICY:**

#### **A. Pay Periods**

1. All employees are paid on a bi-weekly basis (every other Friday). The University follows a two-week payroll cycle. The end of the payroll cycle concludes on the Saturday following a pay period and a new payroll cycle begins on the Sunday following a pay period.
2. Illinois & Florida hourly employees are paid on a two week delay (for example, the employee works in week 1 and 2 and is subsequently paid for those weeks at the end of week 4).
3. California hourly employees are paid on a one week delay (for example, the employee works in week 2 and 3 and is subsequently paid for those weeks at the end of week 4).
4. Salaried employees are paid at the end of their bi-weekly period (for example, the employee works in week 1 and 2 and is paid for those weeks at the end of week 2).
5. Faculty are paid on a bi-weekly basis according to the agreements made in their contract.

#### **B. Lost or Replacement Checks**

1. Employees who lose or misplace their paycheck must notify the Payroll Office immediately. If the bank has processed the paycheck a replacement cannot be re-

issued. Replacement checks are subject to a twenty-dollar (\$20.00) fee for stop payment and re-issue.

2. Checks mailed at the request of an employee are the sole responsibility of that individual; the Payroll Office cannot be held responsible for incorrect addresses, postal problems, etc. If a check is lost under such circumstances and has not been processed by the bank, it can be replaced by the next available pay period, but it is still subject to the processing fee.

### **C. Unauthorized or Invalid Payments and Payment Corrections**

1. The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.
2. It is the employee's responsibility, however, to ensure they receive proper payment. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Office, so that corrections can be made as quickly as possible.
3. Unauthorized or invalid payments may occur whereby an employee receives more money than authorized or receives a payment in which they were not due to receive. Should such a payment occur, the University will work with the employee to recoup these funds within a reasonable time frame.
4. Unauthorized payments include the provision of gift cards to employees paid for with University Funds. Please see Gifts and Gift Card Policy for clarification.

### **D. Direct Deposit**

1. If an employee elects to have their paycheck direct deposited into their bank, it is the employee's responsibility to update their direct deposit information via the ADP Workforce Now portal in the event of a bank change or account closure.
2. Direct Deposit updates completed by the Friday before the next payday will take effect with that payroll. Changes made the week of a payday may not be reflected with that paycheck. Employees should ensure the change has occurred on a paycheck before making changes to bills, etc. Failure to update the information in a timely manner could result in a delay of payment.

### **E. Timing of Payments**

1. Salaried employees will receive payment for time worked according to the Pay Period cycle noted above.
2. Hourly employees must submit their hours by the Wednesday following the most recent payday. Failure to submit hours in a timely manner will result in a delay of payment. Should the employee fail to submit hours in a timely manner or fail to record certain

hours worked, the employee should notify their supervisor and contact the Payroll Office immediately to arrange for an adjustment in the following pay period.

3. Special payment requisitions for projects, additional class load, or adjunct teaching received by the Wednesday following a payday will be included in the following pay period. Special payment requisitions received after this time frame will be included in the subsequent pay period.

## **F. Regular Employment**

1. Request to Hire (Formstack form). To fill a newly created or recently vacated position, complete and submit the Request to Hire form. This form is forwarded by Human Resources to the appropriate Senior Vice President, the Chief Financial Officer, and the President for approval. Once these approvals have been secured, your position may be posted within the approved salary range.
2. Full-time or Special Payment Payroll Requisition. Once a candidate is offered a position at the University, the Full-time or Special Payment Payroll Requisition must be completed to finalize the agreed upon rate of pay, and confirming the start date. Two signatures are required to complete this form.
3. Human Resources will create an offer letter and make a verbal offer to the candidate and provide the paperwork needed for onboarding.

## **G. Student Employment**

1. Student Position Posting Request (Formstack form). To publicly post a student position fill out the Student Position Posting Request via the Formstack link.
2. Human Resources will post student positions as one method of reaching students who may be interested in an on-campus job. However, hiring supervisors need to provide a point of contact outside of Human Resources to receive requests, applications and questions.
3. Once the hiring supervisor has identified a candidate, the Part-time Work Authorization form must be completed and submitted before work may begin. The steps for completing this form are listed on the myTIU website under Administrative Resources, Human Resources & Payroll, Hiring Process.

## **H. Employment Changes**

Throughout the course of employment, employees may experience a status change. Changes may be prompted by availability to work, budget priorities, departmental needs or changes to the regulatory environment. In addition to status changes, salaries, titles and supervisors may change. To make these adjustments, use the appropriate form to document and implement the change. For example, if an employee is moving from part-time to full-time, use the Full-time or Special Payment Payroll Requisition form to indicate the changes. If an employee is moving from full-time to part-time, please use the Part-time Work Authorization form.