SUMMARY:

This document sets forth the Coastal Carolina University policy for making payroll direct deposits and providing a schedule of payroll dates and deadlines.

POLICY:

I. PURPOSE OF POLICY

This document sets forth the Coastal Carolina University policy for making payroll direct deposits and providing a schedule of payroll dates and deadlines.

II. POLICY STATEMENT

The University has established a schedule for making payroll direct deposits. The Payroll Office publishes and distributes a schedule of payroll disbursement dates six months at a time. The payroll schedule may be found at https://www.coastal.edu/payroll/schedule.html. New schedules are posted in June and December of each year for the next six month period. The schedules include deadlines for submitting paperwork to Human Resources and to the Payroll Office.

A. Salaried Classified employees. Exempt and non-exempt employees will receive twenty four equal semi-monthly payroll deposits. Payroll disbursement dates are the 15th and last day of every month. If the 15th or the last day of the month falls on a weekend or University holiday, the disbursement date is normally the Friday before the weekend or the last University workday before the holiday.

B. Faculty

1. Academic Year. Faculty whose base appointments are nine months will receive twenty-four equal semi-monthly payroll deposits. Their first payroll deposit is made on September 15th and the last deposit for the academic year is made on
August 31st of the following calendar. Payroll disbursement dates are the 15th and last day of each month. If the 15th or the last day of the month falls on a weekend or University holiday, the disbursement date is normally the Friday before the weekend or the last University workday before the holiday.

2. Summer School Payments. All payments for teaching summer sessions will be disbursed on the established semimonthly pay dates. Timely submission of summer pay data to the Office of Human Resources and Equal Opportunity will ensure issuance of semimonthly payments to be disbursed as closely as possible to the time frame of the inclusive dates of the particular session.

C. Hourly Employees. Hourly employees are paid on a bi-weekly basis every other Friday. Hourly employees include student and temporary employees who report hours worked will normally have accrued earnings on any given pay date. Hourly employees should refer to the payroll schedule at www.coastal.edu/payroll/schedule.html, to determine which weeks will be paid on each pay date.