

# University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	<b>Section Number/Title:</b>
<b>Effective date:</b>	ASAP
<b>Office of origin:</b>	Payroll
<b>Key contact person:</b>	Cindy Andrews/Elizabeth Riviere
<b>Approved by:</b>	Elizabeth Riviere
<b>Name and location of related documents (forms, guidelines, samples, etc.):</b> <i>Provide electronic attachments when possible</i>	Univ Policy and Proced Manual Section 2.12.3.2 Salary & Pay Day Section 5.8.1.1.1 Other Cashier Services
<b>Policy/procedure applies to (check all that apply):</b>	<input checked="" type="checkbox"/> Faculty members <input checked="" type="checkbox"/> Civil service employees <input checked="" type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
<b>Addition/Revision to P&amp;P Manual (date, Section, made by)</b>	Date: 3/13/19 Section: 2.12.3.2 Made by: <i>Budget Scott</i>

## REASON FOR CHANGE

**Procedure(s):** On 8/23/13 9 month faculty pay was converted from a monthly payroll to a biweekly payroll. We are requesting out of date information be updated.

## PROPOSED CHANGE:

FROM: Faculty/staff members employed for the academic year (nine months) may have their total salary divided into nine payments. Nine checks in the amount of one-ninth of the salary, are issued on the 15th of each month from September 15 through May 15. Faculty/staff employed to teach summer school are paid for this service in two equal checks. Twelve-month employees are paid on a bi-weekly basis.

The Payroll Office assists faculty and staff with changes in withholding and sign-ups for voluntary withholding, such as payroll deductions for charitable donations( for example, the Nicholls Foundation, the Credit Union, Athletics, the United Way) and tax-sheltered annuities. The Office also handles Direct Deposit program. Direct Deposit is available to employees paid on a monthly basis. The Controller's Office also participates in the new employee orientation and retirement information.

TO: Direct Deposit is mandatory for all employees. A Direct Deposit form can be found on the Controller's Office website. Employee should attach a voided check to the completed form and deliver to the Payroll Department in the Controller's Office. The first paycheck will be pre-noted and a check will be issued. Each paycheck thereafter will be deposited into the appropriate account. If banking information changes, a new completed form and voided check to the Payroll Department of banking information changes.

Approved:

  
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Dr. Jay Clune, University President