



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Salary Determination and Compensation

Subject: Pay Change Status

Applies To: Staff Employees

Sources:

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Purpose

To develop start dates for people who are promoted within the University.

Policy

When an individual transfers or is promoted from a Non-Exempt, bi-weekly-paid position, to an Exempt monthly-paid position, the individual must begin their new appointment at the start of the next pay period (beginning of the month).

Similarly, when a non-benefited individual transfers or is promoted to a benefited position, the individual must start on the first day of the next pay period.

Compensation, pay rate changes, and retro-pay will only be effective the first of a pay period.*

Procedure

The employing department must submit the hiring proposal with the effective date being the first day of the next pay period. Please refer to the online published payroll schedule for the specific beginning date. Starting an individual within a pay period as opposed to the start of a pay period lends itself to ADP problems and employees not being paid properly and timely.

*Submit the personnel action form with the effective date as the first of the pay period.