POLICY: It is the policy of Southern Nazarene University to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

PROCEDURE: Regular full time employees will be paid on the first working day of the month. Part time and student employees will be paid on the fifteenth day of the month. If this falls on Saturday, Sunday or a holiday, checks will be available on the next regular workday.

Employees on each payday will receive, in addition to their check or deposit notice, a statement showing gross pay, deductions, and net pay. Local, state, federal and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

Employees who discover a mistake in their pay check, lose their pay check, or have it stolen should notify the Payroll Department immediately. In the case of a mistake, the error will be remedied as efficiently as possible. In the case of loss or theft, the Payroll Department will try to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and the University cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.

Nonexempt employees (i.e. those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during the normal workweek which begins at 11:00 PM Sunday.

It is the policy of the University to issue payroll advances on an emergency basis. However, the Administrative Cabinet has approved the mechanism of receiving one half or less of your regular net earnings on the fifteenth of the month. This was approved to reduce the need for advances to pay for expenses that occur in the middle of the month. For more information, please see Human Resources.

The Internal Revenue Service and Fair Labor Standards Act use specific criteria to differentiate between an “employee” and an “independent Contractor.” Therefore, payment for any work done on campus property by individuals who will have a continuing working relationship with the University and using the tools, equipment and materials furnished by the University will be made through the payroll system. If there are any doubts concerning contract labor, please refer to the three different analyses that must be considered which are kept on file in the Human Resources Department. These three analyses include a twenty factor analysis from the IRS, a test from the Fair Labor Standards Act and the common “right to control” test.