**Faculty/Staff Payroll Distribution Procedures**

1. Lump sum payments for summer salaries that are chosen by any full-time faculty or staff member on the Pay Distribution form will be paid in a separate payroll no later than two weeks after the last day of finals. Lump sum payments elected for Overload will be paid at the end of the session with the regular monthly payroll. Any other compensation (i.e., selling tickets at ballgames, AQIP) will be paid in a separate payroll once a month. If desired, a direct deposit form can be filled out to have the one- time payment deposited into a separate account. These payments are subject to tax withholding and retirement contributions.
2. Faculty or Staff member’s requests for overload, summer salary, or other additional compensation distributed in equal monthly payments, either semester or fiscal year, will be divided into equal payments and made with the regular monthly payroll.
3. Career Service pay for staff will continue to be distributed in a separate payroll by the 10th of the month following the staff member’s anniversary date. These payments are subject to tax withholding and retirement contributions.
4. Regular monthly payroll is direct deposited. Other pay can be made by direct deposit into a separate account by filling out a direct deposit form for the one-time payment
5. To be included in the exception payroll for a month, payroll change forms must be received in the Payroll office by the 15th of the month. Therefore, forms should be submitted in a timely manner to allow for all signatures and processing by Human Resources. The exception payroll will be run after the 15th of the month. Any payroll change forms received after the 15th of the month will be processed on the following month.
6. Distribution for the regular faculty and staff payroll is on the last working day of the month.