



POLICY NAME	Payroll Policy	POLICY NO.	BA472
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs - Payroll		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

This policy describes the payroll process as it covers the payroll schedules and payment methods for employees of WNMU. It is to help employees be aware of when and what they should expect on payday.

POLICY:

EXEMPT EMPLOYEES:

Exempt employees are paid twice a month on the 15th and the last working day of each month. If the payday falls on a holiday, it will be issued on the preceding work day. If a payday falls during a WNMU closure, (i.e. Holiday closure, Spring Break, etc.) it will be issued on the regular scheduled payday.

NON-EXEMPT EMPLOYEES:

Non-Exempt staff are paid according to the current Non-Exempt Employees Payroll Schedule available on the Business Affairs website under Payroll Information - [Payroll Calendar](#). Timesheets are to be submitted on the due date listed on the Payroll Schedule.

Actual hours worked, holiday and leave time will be entered into web-time located in Mustang Express. Accurate hours recorded is essential in getting paid on time.

Non-exempt overtime compensation is paid according to each work week which starts on Sunday and ends on Saturday for a complete 7-day work week. Making up hours from one week to the next is not allowed. Overtime is based on actual work over 40 hours per week.

Timesheets are to be submitted on the due date listed on the Payroll Schedule. Payday will be the last working day after the pay period end date. If the payday falls on a holiday, it will be issued on the preceding work day.

If a timesheet is submitted to Payroll after the due date, the employee will be paid on the Wednesday following the scheduled pay date. No overtime will be paid until a timesheet is submitted with proper approval.

PAYMENT METHODS:

DIRECT DEPOSIT:

Upon authorization and initiation of Direct Deposit, the first pay period following is pre-noted for account confirmation with the bank. The employee will receive a paper check for the first payroll and the next payroll after will be direct deposit.

The employee agrees to allow Western New Mexico University to stop payment or posting of, reverse or adjust any entry erroneously credited to his/her account.

Direct deposit can be changed at any time with written notification submitted to the human resources department using the direct deposit form. Please note: employees are responsible for notifying the human resources department of any bank changes that would affect their direct deposit (i.e.: closed account, new account, new bank name, new routing/account number)

This authorization contained in the employees' benefits file herein shall remain in full force and effect until Western New Mexico University has received notification in such time and manner as to afford Western New Mexico University a reasonable opportunity to act on it. The employee acknowledges that the origination of Direct Deposit transactions to said account must comply with the provisions of United States Law.

PAPER CHECKS:

Employees who do not wish to participate in direct deposit will receive paper checks. These checks will be mailed to their W2 address on file. If the employee does not receive their paper paycheck two weeks after the check has been mailed out, the employee will need to fill out a lost check affidavit and return it to the payroll office and a new check will be reissued.