



Staff Handbook

SECTION 4 COMPENSATION

4.01 General Increases

(Refer to [Policy 04:035](#))

4.02 Merit Increases

(Refer to [Policy 04:035](#))

4.03 Overtime

Staff subject to the Fair Labor Standards Act (i.e. non-exempt staff) should in no circumstances work beyond normally assigned work hours without the prior approval of the immediate supervisor and/or dean/director. When overtime is worked, the hours should be reported on the timesheet on the actual day the overtime is worked. Payment will be computed at one-and-one-half times for hours worked in excess of 40 hours in a week. For hours earned but not worked in excess of 40 hours in a week, or for part-time employment hours in excess of the normal workweek, payment will be computed at straight time.

Temporary staff will not normally be allowed to work overtime. However, when overtime becomes necessary, it will be paid in accordance with the Fair Labor Standards Act.

4.04 Pay Periods and Receipt of Pay

Salary payments are made as follows:

1. All regularly employed staff are paid monthly on the first of each month by direct deposit to any financial institution participating in Automated Clearing House. When the first falls on a Saturday, the pay date would be Friday; when the first falls on a Sunday, the pay date would be Monday. New Year's Day and Labor Day may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service

system. Changes affecting payroll must be received in Human Resources by the 20th of the month.

2. All non-exempt staff are paid biweekly per the calendar at www.montevallo.edu/about-um/administration/business-affairs/payroll-office by direct deposit to any financial institution participating in the Automated Clearing House. Holidays that fall on a Friday may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service system. Changes affecting payroll must be received in Human Resources by the deadline listed on the Payroll Calendar (see link above).
3. All student employees are paid biweekly per the calendar at www.montevallo.edu/about-um/administration/business-affairs/payroll-office by check or by direct deposit to any financial institution participating in the Automated Clearing House. Holidays that fall on a Friday may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service system. Changes affecting payroll must be received in the Payroll Office by the deadline listed on the Payroll Calendar (see link above).
4. Staff employed for special projects are paid on the first available payroll following the completion of the work. Personnel Action Forms should be processed to initiate payment and be submitted to Human Resources by the 20th of the month for payment on the first of the following month for exempt employees, or per the deadline on the Payroll Calendar for non-exempt employees. Payment is made through direct deposit.

4.05 Payroll Deductions

Some payroll deductions are required by state and federal law: federal income tax, Social Security (FICA), Medicare, Teachers' Retirement System, state income tax, court-ordered garnishments and child support orders and federal and state income tax levies.

Other deductions are optional and available at the employee's choice. For more information on optional deductions, refer to the University's website or contact Human Resources.

4.06 Salary Administration

(Refer to [Policy 04:035](#))

Annually, as funds are available and approved by the Board of Trustees upon the recommendation of the President, salary increases are considered in accordance with the Staff Salary Administration Policy.

4.07 Social Security

Staff are covered by Federal Social Security. Deductions are made at the current yearly rate. The University pays a matching amount to the federal system.

4.08 Unemployment Compensation

Unemployment compensation benefits are available to eligible employees according to the terms, limitations and conditions imposed by applicable law. Voluntary termination or discharge for misconduct is not normally covered by unemployment compensation.