



## XAVIER UNIVERSITY

### Getting Paid

**Effective Date:** April 30, 2008

**Last Updated:** March 29, 2023

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. REASON FOR POLICY

Xavier University provides a compensation structure that is objective and equitable. Xavier University's pay system is applied in accordance with Federal and State law. Employees have the right to know their own pay range, within their respective classification. The specifics regarding another employee's pay are confidential and will not be shared with other employees. Staff classifications and salary ranges are available upon request through the Office of Human Resources.

#### B. POLICY

The compensation practices of Xavier University shall be in accordance with applicable laws and regulations. No decisions concerning compensation shall be unlawfully based upon race, color, religion, sex, national origin, age, marital status, veteran status or disability and any other protected class protected by law.

Employee wages will be maintained for both exempt employees and non-exempt employees, as defined by the Fair Labor Standards Act (FLSA).

Supervisors shall keep their employees informed about salary administration. Employees have the right to know their own specific pay and classification.

Questions that cannot be readily or completely answered by the supervisor should be referred to The Office of Human Resources.

### **C. PROCEDURE**

Hourly employees are paid on a bi-weekly basis and exempt employees are paid on a semi-monthly basis. Each employee is required to fill out a Time Report that must be signed by his or her supervisor and turned in to the Payroll Office on the deadline date indicated on the form.

If employees do not designate payments by direct deposit, paychecks are available in the Comptroller's Office from 10:00 a.m. to 2:00 p.m. Requests for paychecks to be sent to the home address on payday or to be deposited directly to a financial institution are made by contacting the Payroll Office.

All employees are encouraged to consider Direct Deposit. Employees who elect to participate in Direct Deposit will be notified via their Xavier University e-mail account and can access their pay advice with a secure password. Questions about this process are directed to the Payroll Office.

If any employee changes or cancels an account, the Payroll Office must be notified immediately.

After all Direct Deposit information is turned into the Payroll Office, the employee's first paycheck will be manually prepared so all account numbers can be confirmed before money is sent electronically.

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**Other applicable policies and/or resources:**

Hours of Work  
Recording Time Worked  
Payroll Advances  
Holidays  
Vacation  
Unpaid Leave  
Military Leave  
Bereavement Leave  
Family Medical Leave Act (FMLA)  
Worker's Compensation