

## Document VIII

### UNIVERSITY OF LOUISIANA AT LAFAYETTE REMUNERATION POLICY

All payments to individuals employed by the University for services rendered, will fall under one of the following categories:

1. Faculty - Payments to the faculty will be made on a monthly basis covering ten (10) pay periods beginning with the last working day of first month of Fall Semester. Payment will be made on the last working day of each pay period, with the exception of the last pay period of each semester. Payment for these periods will be made on the last day of finals for the particular semester.
  - a. Letters of appointments, data booklets, or vouchers for extra pay, must be received by the Payroll Office no later than five (5) working days prior to the designated pay date with the exceptions of holidays or the end of the semester. End of the semester deadlines are (5) working days prior to the last day of finals.
  - b. Letters of appointments or vouchers for extra pay will be processed on the regular scheduled pay period. Extra pay will be paid at the time of the regular scheduled payment for the faculty member.
  - c. Appointment for one semester will be paid on a five (5) payment schedule according to the same criteria for a ten (10) month pay period appointment.
  - d. All remuneration is to be based on an academic year or semester basis only and will be paid only on a scheduled pay period.
2. Summer School - Payments to the faculty will be made in two (2) equal payments. The first payment will be made on the last working day of the first month and the second payment will be made on the last day of finals.
  - a. Faculty members employed at the end of the academic year and during the summer semester, as non-teaching personnel (research grants, contracts, etc.), will be paid according to the unclassified employee's schedule.
3. Graduate and Research Assistants - Payments to employees under these categories, will be the same as the faculty category.
4. Unclassified Employees - Payments to individuals employed under this category, will be made on a monthly basis covering twelve (12) pay periods. Payment will be made on the last working day of the pay period.
  - a. New hires will be paid according to the above with adjustments, to monthly amount, made to reflect the date employed. New hires must complete a Personnel Data Booklet prior to issuance of the first check.
  - b. Extra pay for an employee, under the unclassified category, will only be paid at the time of the regular scheduled payment of that employee.
  - c. Letters of appointments, data booklets, or vouchers for extra pay, must be received by the Payroll Office no later than five (5) working days prior to the designated pay date with the exceptions of holidays or the end of the semester.
  - d. Any letter of appointment or voucher for extra pay, not received by the designated deadline, will be paid on the next scheduled pay date.

- e. All remuneration will be made on a monthly basis and payment is to be adjusted to this basis.
- 5. Casual Labor - Payments to employees under this category will be the same as the classified category.
- 6. Classified Employees - Payments to individuals who work under this category, will be made on a bi-weekly basis covering twenty-six (26) pay periods. Payments will be made on the last working day of each pay period.
  - a. Any and all overtime or corrections to an employee's earnings, will be made on a designated pay date.
  - b. Payment will be made on a week delayed basis. Time sheets are to be turned in to the Payroll Office no later than three (3) working days prior to the designated pay date with the exception of holidays. The Payroll Office will inform the various departments of the required time periods for holidays.
  - c. When an employee is on sick leave, the employee's supervisor must indicate approval/denial of use of annual leave if the employee has exhausted his/her accumulated sick leave. If usage of annual leave is not approved, the employee's pay will be docked for that pay period.

Terms and conditions for payments to employees of the University must be according to the appropriate category.