

# UNIVERSITY POLICY FOR HUMAN RESOURCE

## Policy No. UPHR-8

### Payroll Reassignments - Leave Deficits

#### 1 General Information.

- 1.1 Scope: This policy governs payroll reassignments undertaken in consequence of the occurrence of leave deficits and applies to employees who accrue leave.
- 1.2 Authority: WV Code 18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University and Marshall Community and Technical College.
- 1.6 History: This policy was originally published as a Human Resource Services policy and procedure, *Payroll Reassignments – Leave Deficits*, on March 10, 2004.

#### 2 Policy:

- 2.1 Marshall University (hereinafter the University) and Marshall Community and Technical College (hereinafter the College) pay their employees through two payrolls – the semi-monthly payroll and the arrears payroll. On the semi-monthly payroll individuals are paid at the end of the pay period worked (or the pay period for which time worked is reported). On the arrears payroll individuals are paid at the pay cycle following the pay period worked (or the pay period for which time worked is reported). There is a delay of one payroll cycle in the issuance of pay on the arrears payroll. Persons employed by the University or the College on and after July 1, 2002, are assigned to the arrears payroll. Persons employed by the University or College prior to July 1, 2002, are initially assigned to the semi-monthly payroll.
- 2.2 Accrued leave such as annual leave and sick leave cannot be taken before it is earned. It is the responsibility of the employee to ensure that this does not happen. If, however, an individual incurs a deficit in accrued leave which results from taking more time than was available as accrued leave and if the individual is on the semi-monthly payroll, he/she will be reassigned immediately to the arrears payroll. This action will ensure that in the future the University or the College has sufficient time in which to dock pay for the time absent for which accrued leave was not available and to prevent disbursement of more pay than is due the employee for that pay period.
- 2.3 The University or the College may take disciplinary action against an employee who incurs a deficit in accrued leave depending upon the circumstances. Employees are periodically notified of their leave balances. Employees may inquire at the human resources office to obtain their current leave balances.
- 2.4 The employing department will at the request of the chief human resource officer or the chief payroll officer generate a Personnel Action Request (PAR) or Electronic Personnel Action Form (EPAF) to transfer the employee from the semi-monthly payroll to the arrears payroll.
- 2.5 The chief human resource officer in collaboration with the chief payroll officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.