

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services

AREA: Payroll

Deadlines for Processing Payroll	MAPP 05.04.01
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I. POLICY

- A. Lamar University (LU) is committed to generating an accurate and timely payroll for all University employees. To meet this goal, deadlines are necessary for the receipt of documentation and approvals required in the payroll process.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters III, V, and VIII; and applicable statutes, laws, and regulations of the State of Texas.

III. PROCEDURES

- A. Payroll deadlines are established for the upcoming fiscal year (FY) no later than the start of that FY and are posted to the Payroll pages of the LU website.
- B. If the Payroll Office misses a processing deadline, an employee will have the option of receiving a correction on the next available payroll date or having a special/manual check issued. The only exception to this may be if a natural or human-caused disaster makes it impossible for the Payroll Office to process the correction for the next available payroll date or issue a special/manual check.
- C. Documentation and approvals required by the Payroll Office to authorize payment to an LU employee may, at times, face delays. For this reason, departments should allow adequate time to secure the documentation and approvals required for timely payment of payroll.
- D. Documentation and approvals received by the Payroll Office after the posted dates will be considered late and will be processed for the next available payroll date.
- E. The Payroll Office is not required to provide special/manual checks if a department or employee does not meet the posted deadlines for payroll processing. Department supervisors may request an exception through the Payroll Office. Exceptions will be decided on a case-by-case basis.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	05/20/2021	Version created.
	07/29/2021	Version approved by President.