THE UNIVERSITY OF TEXAS AT EL PASO
Business Process Guidelines

Pay Date Schedule
Updated: 9/1/2019

Purpose

To inform University employees of the scheduled calendar pay dates.

Policy

The University has three regularly scheduled pay dates each month and the specific day an employee is paid depends on their appointment. Employees can be set up on a monthly or semi-monthly appointment:

- Monthly employees – paid on the 1st working day of the month.
- Hourly employees - paid semi-monthly on the 5th working day after the pay period ends.

Note: Pay periods for semi-monthly payroll run from the 1st through the 15th and from the 16th through the last day of the month. An electronic timesheet must be submitted for each of the two semi-monthly payrolls in order for hourly appointments to be paid.

Procedures

Payroll deadlines are available on the Calendar on the PeopleSoft website.

Monthly Employees:

- An employee must have an active appointment in order to receive payment. If a monthly appointment is not approved in time for the scheduled monthly payroll cycle, the employee will be paid on the next available monthly pay date, unless an off cycle payment is requested by the department and properly approved.

Semi-monthly Employees:

- An employee must have an active appointment in order to receive payment. If a semi-monthly appointment is not approved in time for the scheduled semi-monthly payroll cycle, the employee will be paid on the next available semi-monthly pay date, unless an off cycle payment is requested by the department and properly approved.
- Hours must be entered and submitted in PeopleSoft by the payroll deadline. (See calendar link above.)
- The first semi-monthly pay period is from the 1st through the 15th. The second semi-monthly pay period runs from the 16th through the last day of the month. The pay date occurs on the 5th working day after the pay period ends.

Earnings statements can be downloaded from Employee Self Service in PeopleSoft.

Applicability

All University employees.

Responsible Party

Assistant Vice President of Budget and Personnel