

Payroll Frequently Asked Questions

• When are time sheets due and when is payday?

This information can be obtained from the accounts payable section above and can be generalized in the following explanation; For pay period 1st through 15th of the month, time sheets are due to the Foundation Payroll Department by 10:00 a.m. on the 16th of the month (or the first workday following the 15th). Payday is the 23rd of the month. For pay period 16th through 31st of the month, time sheets are due to the Foundation Payroll Department by 10:00 a.m. on the 1st of the following month (or the first workday following the last day of the previous month). Payday is the 8th of the month. These dates may be modified to accommodate holidays and weekends. If payday falls on Saturday, paychecks are available on Friday. If payday falls on Sunday, paychecks are available on Monday

• Where can we pick up our payroll checks?

Some departments prefer to have their supervisor pick up the department checks and EFT stubs from payroll so they can distribute them within the department. For all others, checks and EFT stubs will be mailed to the employee's home address.

• Can I have my payroll check mailed?

If you usually obtain your check in your department, let them know to mail it and they will send it to your home address. As of 3/8/01, no individual checks are distributed from Building 55, only groups of checks will be signed for by the authorized department representative and handed out in the department.

• If I'm terminated, where will I pick up my final check?

Depending on the nature of your termination, the final check may be obtained after your exit interview with Human Resources. The PTR may also specify to mail the check to your home address. If you're not clear where and when the check will be available, please call Foundation Payroll at extn. 2962.