Policy 209 and Policy 129 subheading “Payments to a UAB Active Employee”

Major Change:

- Nonrecurring payments related to a biweekly or monthly paid employee’s active assignment the next regular payroll

- Supplemental Payroll pay date changed from twice a week to once every other week.
  - Normally the Monday after the biweekly payroll
  - Pay shifted from supplemental to regular payroll
    - Example
      - Retroactive Pay
  - Some pay types shift to Supplemental Only for Supplemental taxation
    - Examples
      - Incentive
      - Sign One
      - Moving Allowance
      - Terminal Vacation
      - Prizes
      - Honorariums
  - Limited supplemental pay types held for pickup (three days only)
    - Example
      - Prize
POLICY 209.A Monthly
The monthly payrolls are for reoccurring salary, trainee, and/or any additional nonrecurring pay associated with the employee’s active assignment. Monthly paid individuals are paid on the last working day of each month. As of January 1, 2000, all individuals are required to participate in direct deposit. Payments that cannot be deposited are mailed to the address of record. Statements are mailed to the individual’s home indicating all deductions, gross and net pay, year-to-date salary information, and date of direct deposit.

POLICY 209.B Biweekly
The biweekly payroll is for hourly pay and any additional nonrecurring pay associated with the employee’s active assignment. All non-exempt (hourly paid) employees are paid every other Friday. The payroll period of UAB ends every other Saturday at midnight and for most of the Hospital ends every other Sunday morning at 6:59 a.m.

As of January 1, 2000, all employees are required to participate in direct deposit. Payments that cannot be deposited are mailed to the address of record. Statements are mailed to the employees' home indicating all deductions, gross and net pay, year-to-date salary information, and date of direct deposit.

POLICY 209.C Supplemental
The supplemental payroll is normally processed on the Monday following a biweekly pay date. UAB and banking holidays may cause this payroll to be processed on the next UAB work day. The processing calendar for supplemental payroll is provided on the Payroll Services World Wide Web site on the Monthly Calendars under Payroll Schedules.
Policy 129 – Special Payment or Special Programs (01/03)

Date Issued: 01/03

Payments to a Consultant or Independent Contractor defined as “Employee”
A one-time payment for services to an “employee” as defined in Policy 127, Consulting/Independent Contractors, or to an active employee does not require officially appointing or assigning the employee to the organization through position control. The payment may be processed via the Oracle ACT form along with required documentation. The payment is processed on the next scheduled supplemental payroll. The payment is direct deposited to the employee’s banking account(s) if the information is available. Any check will be mailed to the address of record for the “employee”.

Payments to a UAB Active Employee
A one-time payment to an active employee for a prize, award or other special payment will be processed via the Oracle ACT form. The check for this payment is processed on the next scheduled supplemental payroll and held in Payroll Services for three working days to allow for department pickup. Any check will be mailed to the address of record for the “employee”.

Payment for service (work) must be processed via TEL (Oracle time Entry and Labor) for non-exempt employees and via ACT (Element Entry form) for exempt employees. These payments are processed on the employee’s next regular scheduled payroll and are direct deposited to the employees’ banking accounts.

Payments to a Grouping of UAB Active Employees
Special programs for an assigned group of employees must be coordinated and defined through HRM Compensation. The plan and assignment set will require departmental and Central Administration approval. These payments are processed on the next scheduled supplemental payroll and are direct deposited to the employees’ banking accounts.

See also the following policy:

Policy 209 – Pay Periods