



# University of North Alabama

## Staff Handbook

**Payroll Information** *(also referenced in [Employee Policy Manual & Handbook](#))*

### **Payroll Frequency**

All non-exempt employees are paid on a bi-weekly schedule. Exempt employees are paid monthly.

### **Payroll Deductions**

The University makes payroll deductions required by state and federal laws and court orders as well as voluntary deductions authorized by the employee and approved by the University.

### **Statement of Earnings and Deductions**

Each payday, each university employee receives a copy of their statement of earnings and deductions as a part of their payroll check or direct deposit information. These figures reflect the employee's gross and net pay and deductions for the period as well as totals for the year. This information can also be viewed at any time via Self-Service Banner.

### **Direct Deposit**

Payroll checks are automatically deposited directly to an employee's selected bank(s). Direct deposits can be made to more than one financial institution. Employees must sign up for direct deposit by completing an electronic direct deposit form as part of their new hire packet and can change their direct deposit information at any time via Self-Service Banner.