Payroll Services

- Monthly and biweekly payroll (in Workday)
  - Select pay icon to see your payslip
  - Change withholding elections
  - Payment elections (ACH for Direct Deposit)
- State service/longevity
- Tax withholding-Ark Border exemption
- Garnishments-IRS, child support, student loans
- W-2 in Workday
- Leave (Time Off in Workday):
  - Birthday leave after 6 months “4-other emergencies”
  - Sick leave (after 3 days) and Jury duty/court subpoena requires documentation
  - Death of a family member (use the menu to see who is covered, but aunts/uncles/nieces and nephews are NOT included)
  - LWOP (leave without pay) before and after a holiday
  - Time off Corrections
  - Available balances/accruals
- Sick Leave Pool
- Sick leave donors and recipients (please contact Payroll when planning a medical procedure if at all possible)
Educational Activities
31.03.02 Sick Leave

3.3 An employee who is the parent of a child who is a student attending a grade from prekindergarten through 12th grade may use up to eight hours of sick leave each fiscal year to attend educational activities of his or her children. A parent in this section means a person standing in parental relation. Educational activity means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, and an athletic, music or theater program. The employee must provide reasonable advance notice of need for this leave.
Birthday Leave Procedures

The following provisions apply:

- Must be employed six months prior to birthday.
- Full-time staff is granted 8 hours of leave with pay.
- The time off may be taken on any one day within an employee’s birth month as long as the absence is approved by the employee’s supervisor prior to the day off.
- Also, if due to workload the employee is unable to take a day off during their birth month, the supervisor may authorize it to be carried over to the next month; this is an exception, not the standard.

Contact Payroll@tamut.edu