Hourly employees are paid every other Friday. Salaried faculty and staff receive paychecks on the 15th and the last day of each month. When the pay date falls on Sunday, the pay date for that payroll period is moved to the following Monday. When the pay date falls on Saturday, the pay date for that payroll period is moved to the Friday before. If a payday falls on a university holiday, the actual payday will be the workday prior to the holiday.

Checks are available via direct deposit or mailed to the employee to the mailing address on file on paydays. Special arrangements may be made to pick up a check after 10:00 a.m. on the paydays from the Accounting front desk by contacting the Payroll Office.

If the payroll check is lost or misplaced after the employee has received it and a new check must be issued, the stop payment charge of $10 will be passed along to the employee.

Each pay period, the employee will receive a pay statement which shows the total pay for time worked less itemized deductions, along with their check. Any questions about the amount received, adjustments made, or the deductions taken should be directed to the Payroll department through extension 4760.

Pay statement description column:
- Department— the department(s) in which the employee worked
- Cafeteria Plan— the amount of unused cafeteria benefit dollars paid to the employee
- Other— work done in other areas, such as contract, honorarium, interterm, or summer
- Hourly employees’ paychecks indicate the amount of overtime, vacation, holiday, sick, and emergency pay for the pay period.

Required tax deductions column:
- Federal income tax (FIT)
- Social security (FICA)
- State income tax (SIT)
- Disability Insurance (DI)
- W-4 information

Before-Tax Deductions (Optional):
- Tax-sheltered annuity
- Supplemental retirement
- Section 125 (reimbursed medical expense)
- Dependent care and premium conversion

After-Tax Deductions (Optional):
- Direct deposit
- Donations to Biola
- Payment on student account
- Graduate tuition

(Note: current period and calendar year-to-date totals are listed for all pay and deductions.)
Direct Deposit

Direct deposit is available with most banks and offers employees quicker access to their pay. Options include direct deposit to savings and checking. The Request for Payroll Direct Deposit Form is available online at [http://www.biola.edu/admin/accounting/downloads.cfm](http://www.biola.edu/admin/accounting/downloads.cfm) or from the Accounting department receptionist. Automatic deductions can also be made for donations to Biola or be directly applied to a specific student's account.