

HSF Pay Schedule

A. POLICY:

It is the policy of the University of Virginia Health Services Foundation to process payroll in an accurate, timely, and efficient manner in accordance with accepted payroll practices.

B. PROCEDURE:

Biweekly Payroll Periods

The University of Virginia Health Services Foundation has a dual frequency payroll process. Administrative personnel and Regional Primary Care physicians are paid on a biweekly payroll consisting of 26 pay periods per calendar year. A payroll schedule is released every calendar year to all employees in the late fall. The payroll schedule will include start and end dates of the pay period, timesheet due dates and pay dates. Pay periods are generally Sunday to Saturday and paydays are every other Friday.

Pay vouchers for the employees at all other University of Virginia Health Services Foundation locations can be viewed on-line via the Ultipro HR/Payroll Intranet Web site at www.hsf.virginia.edu.

The University of Virginia Health Services Foundation requests that all employees sign up for direct deposit. With direct deposit, an employee's paycheck is automatically deposited to their bank or credit union.

An employee who fails to sign up for direct deposit will have their paycheck mailed to their address of record on the day of pay. Any paychecks lost in the postal mail process will be re-issued no sooner than 10 business days from the date of original issue to ensure that the check has not cleared the University of Virginia Health Services Foundation cash account. This is in an effort to prevent duplicate issue of payroll checks.

Monthly Payroll Periods

Physicians employed by both UVA and HSF are paid on a monthly payroll consisting of 12 pay periods per calendar year. A payroll schedule is released every calendar year to all physician personnel. The payroll schedule will include start and end dates of the pay period, clinical pay request due dates and pay dates. Pay periods are generally the 25th of the month thru the 24th of the next month with paydays on the first of the following month. If the first of the month is a weekend then payday is the last Friday of the current month.

Retired physician personnel are also paid on a monthly payroll consisting of 12 pay periods per calendar year. A payroll schedule is released every calendar year to all retired physician personnel. The payroll schedule will include start and end dates of the pay period, pay change due dates and pay dates. The pay periods are for the month being paid and are paid on the first of the month following the month of retirement.

Any physician who fails to sign up for direct deposit will have their paycheck mailed to their address of record on the day of pay. Any paychecks lost in the postal mail process will be re-issued no sooner than 10 business days from the date of original issue to ensure that the check has not cleared the University of Virginia Health Services Foundation cash account. This is in an effort to prevent duplicate issue of payroll checks.

Payroll is processed on schedule according to the statement above. Most pay vouchers can be viewed on line at www.hsf.virginia.edu. Pay vouchers for Apple Macintosh computer systems, however, will be printed and mailed to the address of record in the Ultipro HR/Payroll system.

The physician pay is based on a negotiated annual salary. The physician hourly rate is based on an average of 21.67 weekdays per month or 173.3333 hours per month at 8 hours per day. These hours are used in calculations of partial pay and retro-active salary adjustments. The physician's regular monthly salary is calculated by dividing the negotiated annual salary amount by 12 pay periods per year.

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C. **CROSS REFERENCED MATERIALS:**

N/A

D. **FORMS:** N/A

E. **SCOPE:**

This policy and procedure gives direction for employees to know when their payroll will be processed.

F. ADMINISTRATION:

This policy and procedure will be administered by the Department of Finance and will be reviewed on a periodic basis.

G. DISTRIBUTION:

To all HSF employees and clinical department administrators.