

**WINTHROP UNIVERSITY  
NOTICE OF WAGE PAYMENT**

Each employee is guaranteed a pay rate of at least \$7.25 per hour effective July 24, 2009. Some assignments may pay higher rates. The rate of pay for work performed is communicated to the employee at the beginning of each assignment.

**WORK HOURS**

The Fair Labor Standards Act (FLSA) requires a non-exempt employee to be paid overtime or receive compensatory time for all hours worked in excess of 40 hours in a work week. Winthrop's work week begins on Sunday at 12am and ends on the following Saturday at 11:59pm.

All employees of the University are expected to report for work as scheduled each week. University offices are normally open from 8:30 a.m. to 5:00 p.m. Monday through Friday during the regular school year. At the discretion of the administration, work hours may be modified during the summer months in which case notice of a University-wide work schedule modification would be communicated separately. Scheduled hours of work will depend on the department to which the employee is assigned. The standard full-time workweek shall be no less than 37.5 hours per workweek.

**PAY DATES**

As required by South Carolina Code of Laws, 41-10-30, unless notified at least seven days in advance of a change, following are the dates of pay for Winthrop University employees. Faculty and staff, including temporary positions, are paid on the 1st and 16th of each month. Student employees are paid on the 10th and 25th. When these dates fall on a weekend, federal, or approved Winthrop holiday, employees will be paid on the preceding business date.

**Faculty, exempt staff and exempt temporary employees** are paid on a "to-date" basis. That is, they are paid on the 1st for time worked between the 16th and 31st of the preceding month. They are paid on the 16th for time worked between the 1st and 15th of the current month.

**Faculty members** may elect to be paid in accordance with their assignment period (9 months= 18 paychecks, 10 months= 20 paychecks, or 10.5 months= 21 paychecks) or on a twelve-month (24 installments) basis. To elect to be paid in 24 equal amounts, an employee must sign a Payroll Schedule Option form and return it to the Office of Human Resources no later than August 6<sup>th</sup> (10 & 10.5 month assignment period) or August 16<sup>th</sup> (9 month assignment period) of the current academic year. Insurance and flexible spending account deductions are taken from the paychecks associated with an assignment period, even if the employee has elected to be paid over 24 paychecks.

**Non-exempt staff and non-exempt temporary employees** are paid on the 1st for time worked between the 1st and 15th of the preceding month. On the 16th, they are paid for time worked between the 16th and 31st of the preceding month.

**Students** are paid on the 10th for hours worked between the 16th and 31st of the previous month. They are paid on the 25th for hours worked between the 1st and 15th of the current month.

**PLACE OF PAYMENT**

Employees will receive their pay information electronically prior to the payroll dates. Employees can also access and print their pay information via WingSpan.

**DEDUCTIONS**

Most deductions, including mandatory deductions and those for benefits elected by the employee, are deducted from each paycheck in equal amounts, unless otherwise notified. The amount of mandatory deductions is determined by state, federal, and local regulations. The amount of voluntary deductions is determined by benefits election decisions made by the employee.