



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844
E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Paydays
Number:	41
Effective Date:	10/01/06
Last Revision Date:	

Employees at the Marshall University Research Corporation (MURC) are paid semimonthly on the 15th and 30th or the 16th and 31st day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period for hourly employees and to the end of the current payroll period for salaried employees.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or his return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to MURC. Employees will receive an itemized statement of wages when MURC makes direct deposits.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.
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