

<b>Name of Policy</b>	<b>Payment of Salaries Policy</b>
<b>Description of Policy</b>	This policy covers the processes for payment of salaries and the authorisation of deductions from a staff member's salary at ACU.
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
<b>Description of Revision</b>	<i>Delete</i> Please type brief description of the deletion and specify information to be deleted
	<i>Insert</i> Please type brief description of the insert and specify information to be inserted

### Human Resources

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	03 December 2007

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## **1. Background Information**

This policy has been developed in support of the enterprise agreement provisions that relate to the processes for payment of salaries and the authorisation of deductions from a staff member's salary.

## **2. Policy Statement**

The University pays staff salaries on a fortnightly basis, by way of electronic funds transfer to the financial institution(s) and account(s) nominated by the staff member. Deductions from a staff member's salary, other than those required by law, shall be made by the University only in accordance with the staff member's written authority, which the University shall obtain annually.

## **3. Policy Purpose**

The purpose of this policy is to clarify the arrangements which apply to the payment of salaries to all staff and the deductions the University will make from a staff member's salary payment.

## **4. Application of Policy**

This policy applies to all staff employed by the University.

## **5. Procedures**

### **5.1. Payment of Salaries**

**5.1.1.** Where the normal day for payment of salaries falls on a day or the day following a holiday, salaries will normally be paid not later than the day on which the bank is open for business immediately preceding that holiday.

**5.1.2.** A staff member who receives a salary payment from the University will also receive a payment advice setting out particulars of the payment made and any deductions made therefrom.

**5.1.3.** If a staff member notifies the University of an underpayment, the University will make a corrected payment to the staff member normally within two working days. By mutual agreement, in writing, between the staff member and the University, such payment may be made not later than the pay day for the next pay period.

**5.1.4.** An overpayment to a staff member shall normally be recovered at the rate the overpayment was made and shall normally be rectified within the financial year that the overpayment occurred.

**5.1.5.** Subject to section 5.1.4, a staff member shall have the right to negotiate the rate of repayment provided that the rate shall be not less than 10% of the total overpayment per fortnight until the overpayment has been fully recovered.

**5.1.6.** Subject to section 5.1.4, no recovery action of an overpayment shall commence until the staff member has been advised, in writing, by the University as to the circumstances surrounding the overpayment.

**5.1.7.** If the staff member terminates employment with the University, the university retains the right to recover any overpayment owing. Where possible the amount will be deducted from their final monies.

## **5.2 Deductions from a Staff Member's Salary**

**5.2.1** Except for those deductions which the University is required to make by law, the University will only deduct amounts from a staff member's salary following receipt of written authority from the staff member.

**5.2.2** Voluntary deductions from a staff member's salary will be at the discretion of the University, and the University will confirm with the staff member annually that she/he wishes these deductions to continue.

## **6. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about the Policy on Payment of Salaries may forward their suggestions to the Director, Human Resources.

## **7. Further Assistance**

Staff wishing to obtain further information on Payment of Salaries should first seek clarification from their supervisor. Should further information be required, questions should then be directed to the Human Resources Consultant who is responsible for the campus at which the staff member works.