Western Illinois University Foundation

Payroll Policy

Effective Date: 7/1/15

Responsible Departments: Foundation Accounting Office and areas that charge payroll expenses to Foundation funds

1. PURPOSE

To provide guidelines for the processing of payroll payments to individuals for services provided by using WIU Foundation funds.

2. APPLICABILITY

This policy is applicable to every University department, administrative office, and
affiliated organization involved in handling any payroll to be paid using WIU Foundation funds.

3. POLICY

The Western Illinois University Foundation has the authority and responsibility for establishing policies and procedures for payroll from WIU Foundation funds.

4. PAYMENTS TO WIU EMPLOYEES

Salary and wage payments for employees of the University as a continuation of the employee's normal duties must be processed through the Payroll Office where
appropriate deductions are withheld. Funds are transferred from the Foundation to the University to accommodate this process. Other benefits negotiated as part of
employment should go through the salary and wage payments process. Those benefits
may include, but process.

change each fiscal year. Example: If

6. PAYMENTS FOR STUDENT EMPLOYMENT

Foundation funds can be used to pay student employees provided adequate funds are
available in the departmental budget. Please contact the Financial Aid office for forms
and instructions. The Budget Department Number will be 538740 and the specific
Foundation account that the wages and related benefits will be charged to should be
entered on the SAUP screen.

7. PAYMENTS TO NON-WIU EMPLOYEES

Non-WIU employees that are performing services occasional in nature and not on-going
should be paid on a Request for Lump Sum Payment form. (If you have a question about
whether a Non-WIU employee should be paid on Lump Sum or a Contract/ Agreement
for Professional Services, please contact the Foundation Office for determination).

The Lump Sum Payment form is available at http://www.wiu.edu/vpas/ human
resources/forms. All sections must be completed and all approvals obtained before
payment can be made. All additional forms noted in Section B d (be)Tj 0.0261 Tc 1. dc35cTc 3.603 0

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