Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Payroll Procedures
AFSCME (BL, IN, SB) 3.1

**Effective:** July 1, 2012
**Last Updated:** July 1, 2012

**Responsible University Office:** University Human Resources

**Responsible University Administrator:** Senior Vice President and Chief Financial Officer

**Policy Contact:** University Human Resources

A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

It is the policy of Indiana University to pay all employees accurately and to remedy any errors in a timely manner consistent with Indiana law.

C. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

D. Web Address for this Policy

hr.iu.edu/policies/sm-all/salary/payroll_procedures.html

E. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to
merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.