

SDG 8: Decent Work and Economic Growth

8.2: Employment Practice

8.2.1. Employment practice living wage

NU Lipa commits itself to good employment practices by paying its employees above minimum wages as guided by faculty manual (for faculty members). Wages are given on a bimonthly basis. The wages are forwarded to employees' payroll accounts.

Title: FACULTY MANUAL	Reference No. OPR – HRD – D – M – 003
DEPARTMENT	HUMAN RESOURCES
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CHAPTER 5 WAGE AND SALARY ADMINISTRATION

This chapter deals with the preparation of wages and salaries, the components, deductions, requirements, and procedures to facilitate payment of employees' earnings.

SECTION 1: POLICY STATEMENT

National University shall ensure accurate determination and prompt disbursement of wages and salaries. It shall maintain standards as guide for appropriate methods of payments and the administrative procedures involved.

SECTION 2: FREQUENCY, CUT-OFF PERIOD AND PAY DATES

The monthly salary/wage and benefits shall be given to the employees on the following manner:

2.1 **Frequency:** Twice a month

2.2 **Pay Dates:** Every 15th and 30th/31st of each month. If the payday falls on a holiday, Saturday, or Sunday, payment is made on the preceding workday or the last working day of the month, in the case of the end of the month pay date.

2.3 **Cut Off Periods:** (subject to change as deemed necessary)

<u>Pay Dates</u>	<u>Covered Period</u>
15th day	26th day of the previous month to the 10th of the current month
30th / 31st day	11th day to the 25th day of the current month

SECTION 3: PAYROLL REQUIREMENTS

3.1 National University's centralized hiring policy requires that all wage and salary payments be supported by appointment contracts and other documents are processed through the Human Resource. The HR and Payroll Office shall reserve the right not to process the payment for the employee or teaching personnel in the absence of the proper documents submitted to the HR.

3.2 No wages or salaries are to be paid through petty cash or revolving funds.

3.3 Payroll deductions include compulsory deduction and other deductions by way of authorization. Deductions from absences without pay shall be computed based on the gross monthly income of the employee (basic rate plus other income).

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