

PAY PROCEDURES

All Langston University employees are normally paid by check on the last working day of the month (wage employees are paid no later than the 20th of the month). All required deductions, such as for deferral, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

Please review your paycheck for errors. If you find a mistake, report it to the compensation Manager immediately.

In the event that your paycheck is lost or stolen, please notify the Compensation Manager immediately. The Compensation Manager will attempt to put a stop-payment notice on your check. If we are able to do so, you will be issued another check. Unfortunately, however, Langston University is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.