



Payroll Information for Classified Employees

- Classified Permanent
- Classified Project
- Classified Limited Term (LTE)

I. Pay Schedule

Classified Employees are paid every other Thursday for the prior two-week pay period.

Example: Pay Period Feb 1 – 14
Pay Date Feb 26

II. Paid Leave

A. For Permanent and Project positions with 100% appointments, the following applies:

Sick Leave

5 hours per pay period (130 hrs per calendar year). Sick Leave accumulates year to year.

Personal Holiday

36 hours per calendar year. Personal Holiday hours must be used by the end of the calendar year (Dec 31).

Vacation

104 hours (minimum) per calendar year, for usage after probation. There are carryover provisions for Vacation hours. Check with your department for details.

Legal Holidays

Nine paid legal holidays per calendar year: January 1 (New Year's Day), Third Monday in January (Martin Luther King, Jr. Birthday), Last Monday in May (Memorial Day), July 4 (Independence Day), First Monday in September (Labor Day), Fourth Thursday in November (Thanksgiving Day), December 24 (Christmas Eve), December 25 (Christmas Day), and December 31 (New Year's Eve).

B. For Permanent and Project positions with appointments less than 100%, Paid Leave is prorated. For LTE positions, Paid Leave provisions do not apply.

III. Benefit Premiums are taken via Payroll Deduction

All insurance premiums will be deducted from your "A" paycheck, with the exception of the State Group Life Insurance premium which is deducted from your "B" paycheck.

The following optional deductions are taken from every paycheck:

- Employee Reimbursement Account
- Tax Sheltered Annuity 403(b) and/or Wisconsin Deferred Compensation
- Bank / Credit Union deductions

Most benefits premiums are paid in advance of coverage; when you start a new benefit plan there may be multiple deductions on one or more paychecks.

Office of Human Resources – Employee Services

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Monday-Friday, 7:45am to 4:30pm

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