



ITEMIZED PAY STATEMENT

Understanding Your Pay Statement

You can expect an itemized pay statement with every payment of wages to be available in your Workday Profile → Pay card → Payslips tab.

Additionally, the following information is being provided to ensure you understand your itemized pay statement.

Pay periods:

- Classified Hourly 16-15 (classified staff)
- Non-Exempt 13-12 (students and unclassified administrative staff)
- Monthly 1-31 (salaried and/or exempt)
- Payday occurs on the last business day of the month. If that day falls on a weekend or holiday, payday will be the preceding business day.

Workweek (for purposes of overtime if applicable):

12:00 am on Sunday through 11:59 pm on Saturday

Types of Pay, Benefit Contributions, and Deductions:

SOU All Earnings and Deductions Listing

(<https://businessservices.sou.edu/payroll-services/compensation/>)

Please reach out to Payroll Services by emailing payroll-services@sou.edu, calling 541-552-8528, or visiting Churchill Hall, Room 154 with any questions.