

402 Paydays

Effective Date: 05/07/2018

You are paid monthly on the last day of the month. If you are exempt or non-exempt salaried, your paycheck will reflect pay for the entire calendar month, less any annual leave, sick leave, or compensatory time entered prior to the 15th of the month. If you are part-time hourly, your paycheck will include all earnings for all work performed through the 15th of each month. Seasonal employees may have an alternate pay method.

You must have your paycheck directly deposited into a bank account of your choice. You will receive an itemized statement of wages on the last day working day of each month. However, your first paycheck and final paycheck upon termination will be actual checks.