It is necessary for the University to define its normal workweek (which is the calendar week starting 12:01 a.m. Sunday through 12:00 midnight the following Saturday) to establish pay periods, and make certain mandatory payroll deductions as required by law.

**Pay Periods**

Employees are paid on a bi-weekly accrued basis during the year. The normal payday is every other Friday. Payroll deductions from salaries as required by law will be deducted as directed by federal and state guidelines. Voluntary payroll deductions may be requested by employees, in writing, with approval by the Payroll Office.

**History**

- July 1987
- July 1996
- Editorial Change January 2004
- Editorial Revision March 2007