Administrative and supervisory staff are normally employed on a twelve-month basis and are paid on a bi-weekly basis (26 periods) over the fiscal year (July 1 - June 30).

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.

During each fiscal year, the timing of pay dates will create a paid in advance situation for a certain number of days during that pay period.