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