

## **PAYROLL DISTRIBUTION**

### **I. SCOPE**

All employees.

### **II. PURPOSE**

To establish guidelines for the collection of payroll records and the distribution of paychecks

### **III. POLICY**

All University employees are paid twice a month, on the 15<sup>th</sup> and on the last day of the month.

### **IV. PROCEDURE**

Although the academic year runs from September 1 through May 31, faculty members who receive an annual contract may elect to be paid over a twelve-month pay period from September 1 through August 31. Upon termination of employment, faculty members who have elected the twelve-month pay option will receive the balance of their pay on May 31. Eligible faculty members may elect the appropriate pay option on their annual contract.

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