

Subject: Payroll
Policy Number: P20
Date: April 25, 2003
Revised: December 15, 2008

POLICY :

Employees of the School will be paid according to the University schedule, which is normally the 15th and last working day of each month. Any deviation from the regularly scheduled day of issue will be announced in advance. Payroll schedules for each Summer Session varies, so faculty will be notified of summer pay dates in advance.

PROCEDURE:

The School's Financial Officer will submit all paperwork necessary to ensure that faculty, staff, and students are paid at the scheduled times. Faculty on nine-month appointments may arrange to receive checks on a year-round basis per university policy.