

Pay Schedule

Payroll is distributed bi-weekly for all employees. All electronic time entry must be submitted and approved by the employee's supervisor by 1:00 p.m. on Tuesday following the end of the pay period.

Faculty members have the option of receiving their annual salary paid on a nine-month, ten month or twelve-month basis. In either case, the option must be made with the Accounting office no later than the first day of the Fall Semester and may not be changed during that academic year.

Payment for overload will be made according to the approved Faculty Association contract.

Paychecks will be sent via regular U.S. Mail one day prior to the official pay date for employees who choose this option. Employees may also choose to view their pay advices online.

Adopted November 9, 1998
Revised June 10, 2002
Revised April 12, 2004
Revised December 13, 2004
Revised January 10, 2005
Revised July 14, 2014
Revised December 12, 2016
Revised December 10, 2018