



## **Paychecks/Paydays**

Non-exempt employees of the university are paid on a bi-weekly basis, with a normal payday on the Friday immediately following the end of the pay period. Exempt employees are paid on a monthly basis, with a normal payday on the last working day of the month within the monthly pay period. If a normal payday falls on a university holiday, and the university holiday is also a bank holiday (i.e. banks are closed), the payday will be moved to the first preceding bank workday (i.e. banks are open). The Payroll Office will annually publish a schedule of paydays for exempt and non-exempt employees.

Federal income tax, social security, state and local taxes, deductions for various benefit options, and any other itemized deductions are shown on the paycheck stub.

Direct deposit, offering convenience and security of funds, is strongly encouraged. If a check or direct deposit stub is not received on payday, the employee should notify his/her supervisor, who in turn will notify the Payroll Office to resolve the issue. Lost or stolen checks should be reported to the Payroll Office as well.

Revised Date: 03/10/2006