



Payroll Policy	Fiscal
	Effective Date: 9/24/18
	Approved Revision Date: 9/17/18

- (1) Appropriate documentation, as specified by the Finance and/or HR Officer, shall be provided before an employee begins employment and prior to any payroll disbursements to such employee.
- (2) The payroll period for all Dixie Tech employees is semimonthly. The payroll periods end on the eighth day of the month (with the pay date being the 15th day of the month) and seven days prior to the last day of the month (with the pay date being the last day of the month). If the pay date falls on a holiday or a weekend, the pay date will be on the last business day before the normally scheduled pay date.

***Example:** The June pay period ends on June 23rd; the pay date for that pay period would normally be June 30th. If June 30th were a Sunday, the pay date would be June 28th.*

- (3) Salaried employees are paid 1/24th of their salary per pay period, subject to proration for days for which they were not paid (for unpaid leave or suspension without pay, for example).
- (4) Nonexempt and/or hourly employees must have their time card approved by their immediate supervisor, as well as their manager.
- (5) Payment shall be made to employees via direct deposit into a qualifying bank account on the pay dates indicated above. If a reasonable case can be made by an employee requesting to be paid via paper check, exceptions may be considered on a case-by-case basis.