

1.0 Payroll Objectives and Responsibilities

Pay days are the 10^{th} and 25^{th} of each month. Extra contractual and moonlighting appointments will be paid on the 10^{th} and the 25^{th} of each month.

All overtime must be approved in advance by the appropriate Dean or Vice President.

It is the responsibility of each individual to notify the Director of Human Resources Operations at extension 2247 of any additions or changes in his/her payroll deductions.