

PAYROLL PROCEDURES/SCHEDULES

Code **DKA** Issued **11/03**

Purpose: To establish the basic structure for payment of salary to center employees.

The business office issues all paychecks for regular staff members and substitute or part-time workers.

Except as provided below, the center pays **all** employees on the 15th and 30th of each month. If the 15th or 30th of the month falls on a weekend or holiday, the employees will receive their pay the last workday before the 15th or 30th.

Adopted 11/11/03