



PAYROLL DATES & SALARY PAYMENT

Salary and wage payments are made in semi-monthly installments on the 15th or working day closest to the 15th and on the last working day of the month (24 pay periods per calendar year). These semi-monthly payments are deposited directly into the employee's checking and/or savings account as designated by the employee on the "Direct Payroll Deposit Authorization" form or by logging into the ADP Portal to make changes or additions. The form is available with the employees' New Hire paperwork, by visiting the Human Resources Department, or by visiting the Human Resources Department Web Site. Participation in direct payroll deposit is optional for employees.

Salary Deductions/Reductions

Deductions from salary required by any law of the United States and/or the appropriate State now or hereafter enacted, in addition to any employee-elected retirement or insurance reductions/deductions, will be made by the University from the bi-monthly salary paid to the employee.