

Davis Technical College

Payroll Period Policy

Effective Date: October 1, 2014

Board Approval: 28 August 2003

Revised Employee Input Team Approval: 04 June 2014

Revised President's Council Approval: 09 June 2014

Revised Board Approval: 19 June 2014

1. Purpose

To establish Davis Technical College (College) policy regarding payroll periods.

2. Policy

2.1. The payroll period for all employees will consist of two consecutive weeks, beginning on Sunday at 12:00 a.m. and concluding on Saturday at 11:59 p.m. The wages paid for the two week period will be provided on the Friday following. This schedule will equate to 26 pay periods in a typical calendar year.