



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PAY ADMINISTRATION

SUB-TOPIC
PAYDAY

SALARIED EMPLOYEES

Payday for salaried employees will usually be the first day of the next month unless that day falls on a weekend or holiday, in which case the payday will then be the first workday following the weekend or holiday. This pay is for work performed in the preceding month. New employees should not expect to receive their first paycheck until thirty (30) days after their employment date.

HOURLY EMPLOYEES

Hourly employees will be paid on the 5th and 20th day of each month, unless that day is a holiday or weekend, in which case payday will be Friday (if the 5th or 20th is a Saturday) or Monday (if the 5th or 20th is a Sunday). This pay is for work performed in the preceding two weeks.