

PAY DAY NOTICE

PAY DAYS ARE DETERMINED ON THE BASIS OF AN EMPLOYEE'S APPOINTMENT.

- **THE PAY DAY FOR EMPLOYEES APPOINTED TO POSITIONS WITH A MONTHLY RATE IS THE FIRST OF EACH MONTH.***
(JANUARY 1 PAYCHECKS WILL BE ISSUED ON THE FIRST WORKDAY AFTER THE NEW YEARS DAY HOLIDAY.)
- **THE PAY DAYS FOR EMPLOYEES APPOINTED TO POSITIONS THAT ARE PAID ON A SEMI-MONTHLY BASIS ARE THE 8th AND 23rd OF EACH MONTH.***
- **THE PAY DAY FOR EMPLOYEES APPOINTED TO POSITIONS ON STRICTLY AN HOURLY BASIS IS THE 8th OF EACH MONTH.***
- **DIRECT DEPOSIT STATEMENTS ARE AVAILABLE TO EMPLOYEE'S ON-LINE.***
- **PAPER PAYCHECKS ARE DISTRIBUTED BY THE EMPLOYEE'S HOME DEPARTMENT.****

- * **IF THE PAY DAY FALLS ON A WEEKEND OR HOLIDAY, EMPLOYEES WILL BE PAID ON THE PRECEDING WORK DAY.**
- ** **EMPLOYEES MAY OPT OUT OF ELECTRONIC PAY STATEMENTS AND CONTINUE TO RECEIVE A PAPER PAY STATEMENT WHICH ARE DELIVERED BY THE EMPLOYEE'S HOME DEPARTMENT**