



<b>Policy Title</b> Payday Schedules	<b>Effective Date</b> 7/20/1972	<b>Policy Number</b> HR-132
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Director of Human Resources	
<b>Policy Statement</b> Payroll payments will be deposited into the employee's account on record (will be issued) on the 15 <sup>th</sup> and on the last day of each month. If these dates fall on a weekend or a Federal Reserve holiday, the payments will be issued on the preceding day.  The method of pay is indicated on the Professional Employment Contract for full-time faculty, and the Employment Agreement for Managers. Full-time and regular part time support staff members, who have a July through June work schedule, are paid in twenty-four (24) equal installments. Support staff who do not work in July, are paid in twenty-two (22) equal installments.		
<b>Reason for Policy</b> LTC has a defined payroll schedule.		
<b>Cross References and Legal Review</b> Created/Adopted: 7/20/72; 7/1/73 Reviewed/Revised: 7/76; 7/77; 5/18/89; 11/01/89; 5/20/92; 5/19/93; 7/01/02; 7/01/14, 3/29/2016 Legal Reference: Cross Reference:  <b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b>		
<b>Definitions</b>		