



Payroll Policy

- (1) Appropriate documentation, as specified by the VP of Finance and Operations, shall be provided before an employee begins employment and prior to any payroll disbursements to such employee.
- (2) The payroll period for all Dixie Tech employees is semimonthly. The payroll periods end on the eighth day of the month (with the pay date being the 15th day of the month) and seven days prior to the last day of the month (with the pay date being the last day of the month). If the pay date falls on a holiday or a weekend, the pay date will be on the last business day before the normally scheduled pay date.
Example: The June pay period ends on June 23rd; the pay date for that pay period would normally be June 30th. If June 30th were a Sunday, the pay date would be June 28th.
- (3) Salaried employees are paid 1/24th of their salary per pay period, subject to proration for days for which they were not paid (for unpaid leave or suspension without pay, for example).
- (4) Nonexempt and/or hourly employees must have their time card approved by their immediate supervisor or their manager.
- (5) Payment shall be made to employees via direct deposit into a qualifying bank account on the pay dates indicated above. If a reasonable case can be made by an employee requesting to be paid via paper check, exceptions may be considered on a case-by-case basis.
- (6) All additional compensation paid to employees above their regular pay shall be approved in writing by the College President and made in separate runs from the regular payroll runs.
- (7) All employee reimbursements shall be made in a separate run from payroll runs.
- (8) The Controller shall review and approve all payroll and reimbursement runs in writing prior to their being finalized and paid. The Controller shall not have the ability to enter payroll transactions or reimbursements in the payroll system.

Amended September 21, 2023