

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **PAYROLL DISTRIBUTION**

Policy #: **11.1**

Payroll is issued semi-monthly on the 15th and the last day of each month. If either of these days falls on a Saturday, Sunday, or holiday, checks will be available on the Friday or the last working day before the weekend or holiday. Checks are distributed by the cashier's office to the department, or through direct deposit.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources