

Davis Applied Technology College: A Utah College of Applied Technology Campus Payroll Period Policy

Effective Date: 28 August 2003

CDMT Approval: 08 July 2003

Campus President's Council Approval: 14 July 2003

Board Approval: 28 August 2003

1. Purpose

To establish Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) policy regarding payroll periods.

2. Policy

For salaried employees the payroll period is from the first of the month to and including the last of the month. For non-salaried employees the payroll period is from the sixteenth day of the month to the fifteenth day of the following month. The payroll report period is to and including the fifteenth of each month. This allows time for checks to be issued on the first day of the month.