

TIMEKEEPING AND PAYROLL

PAYDAYS

Southwestern uses a once per month pay schedule. Each paycheck will include earnings for all work performed through the end of the previous pay period. In the event the regularly scheduled pay date does not fall on a work day (i.e., weekend or holiday), the pay date shall be the last work day prior to the regularly scheduled pay date.

Paychecks will not be given to spouses, family members, or friends without a written signed request by the employee to the Human Resources Office. Employees should personally visit the Human Resources Office for annuity, insurance, bond, direct deposit, and W-4 changes.

Southwestern provides an Automatic Clearing House (ACH) service which provides the opportunity for direct deposit to an employee's banking account. This advantage is provided as a free benefit to employees; for additional information employees should contact the Payroll Office.

Nonexempt Employees

The normally scheduled pay date for regular status nonexempt employees shall be no later than the last day of each month. Paychecks are distributed in sealed envelopes to the employee or the designee for the employee's department.

Student Employees

The normally scheduled pay date for student employees shall be the 15th of each month. Paychecks may be picked up at the Cashier's window on the first floor of the Administration Building.