



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Final Pay Checks/Direct Deposits

Policy:

Final paychecks or direct deposits will be processed on the next scheduled payroll date for the employee following the last date of employment. Payroll schedules prevent payment of the employee's final pay for services rendered on the day of departure, unless that day coincides with the scheduled payroll date. The exiting employee indicates if final pay will be issued by check or direct deposit during the exit process.