

SECTION 400.10

PAY DAY

Pay day shall be the last day of the month for the period from the first day of the month to the fifteenth day of the month and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if a pay day is a Saturday, Sunday, or holiday, the preceding work day shall be pay day. Effective July 1, 2008 and subject only to individual exceptions in exceptional circumstances as approved according to institution or system office procedures, employee wages shall be paid with direct deposit in the financial institution of the employee's choice. Institutions and the system office may enact implementing procedures defining exceptional circumstances under which individual exceptions to mandatory direct deposit may be approved by an authorized institution or system official.

Pursuant to NDUS Human Resource Policy 5.2, all Lake Region State College employees are required to participate in Direct Deposit of wages unless one of the exceptions, as listed in the NDUS Procedure 702.5, is approved by the LRSC Vice President for Administrative Affairs. Employees must submit applicable bank account information or an approved Direct Deposit Exemption Request to the Payroll Office upon request. *Direct Deposit Exemption Request* forms may be obtained from the LRSC Payroll Office. Direct Deposit Exemption Request not approved by the Vice President for Administrative Affairs may be appealed, in writing, by the employee to the Administrative Council within seven calendar days after the date the *Direct Deposit Exemption Request* was denied. Regular payroll distribution will continue for the employee until action on the appeal is taken. If the appeal is not approved by Administrative Council, the employee will immediately provide the necessary bank account information or receive a notice of intent to terminate their employment with Lake Region State College for willful disregard of NDUS Human Resource Policy 5.2.

History

Administrative Council Approved Update 06/11/15