PAYROLL

WORKING HOURS...
The administrative offices at Virginia Wesleyan College are open Monday through Friday from 8:30 am to 4:30 pm with one (1) hour allotted for lunch. Hourly employees are paid for actual hours worked, rounded to the nearest _ hour. Hourly and salaried employees are paid overtime for any hours worked over 40 hours in a workweek. The overtime rate is 1 _ times the base hourly salary.

Circumstances may arise which call for special hours for effective delivery of institutional services. Such hours will be assigned at the discretion of the supervisor and will be considered as part of a work assignment for a given position.

It has been the practice of Virginia Wesleyan to vary the working hours for administrative offices during the summer months. Beginning the Tuesday following graduation in May, and continuing until the start of the week of faculty pre-session workshops in August, the administrative offices are open Monday through Friday from 8:30 am to 4:00 pm.

WORK WEEK...
The official workweek at Virginia Wesleyan runs from 12:01 am Sunday through 12:00 midnight the following Saturday.

PAYDAYS...
Hourly employees are paid bi-weekly (every other week.) Salaried non-exempt staff members are paid on the 15th and last business day of the month. When the 15th falls on a weekend or holiday, paychecks are issued on the preceding business day. Administrative (exempt) staff and faculty are paid monthly on the last business day of the month.

DIRECT DEPOSIT...
Direct deposit of a paycheck to an individual=s bank or other financial institution is available to all Wesleyan employees with the exception of students in the work study program. Direct deposit permits the College=s bank to deposit a paycheck electronically to a given employee=s own bank account without cost. The employee must furnish a voided blank check or an appropriate deposit slip to the Payroll Department. Written verification of deposit is provided to the employee each pay period.