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## **Method of Payment**

### **Pay Dates and Pay Periods**

All exempt employees with 12-month Regular Full-time and Regular Part-time appointments will receive their agreed upon salary in equal installments on the applicable payroll dates occurring during the period that the services are provided to Ringling College.

All exempt employees with 9-month Regular Full-time and Regular Part-time appointments will receive their agreed upon salary in equal installments on the applicable payroll dates over the twelve month period beginning September 1 and ending on August 31. All exempt employees with 10-month Regular Full-time and Regular Part-time appointments will receive their agreed upon salary in equal installments on the applicable payroll dates over the twelve month period beginning August 1 and ending on July 31. In the event that such an employee is hired in the middle of such period, payment of the agreed salary, prorated for the shorter period, shall be made over the remainder of the twelve month period on the applicable payroll dates. In the event that such an employee separates from employment in the middle of such period, any earned compensation due will be calculated and paid on the next regular pay date following the pay period during which the separation occurs.

All exempt employees with Temporary and Casual appointments will receive their agreed upon salary on the applicable payroll dates occurring during the period that the services are provided to Ringling College.

All non-exempt employees with Regular Full-time, Regular Part-time, Temporary and Casual appointments are paid on an hourly basis and will be paid on the payroll dates relative to the period that the services are provided to Ringling College.


There are no elections for other terms of payment.

Employees are paid bi-weekly or semi-monthly as defined below:

#### **Bi-weekly (required for non-exempt employees)**

Pay is issued 26 times per year every other Monday. Bi-weekly pay periods are as follows:

- A two week period commencing on Monday of week one and ending on Sunday of week two.

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Semi-monthly (exempt employees)

Pay is issued 24 times per year on the 15th and the last day of each month.

Semi-monthly pay periods are as follows:

- First day of the month through the 15<sup>th</sup> day of the month
- 16<sup>th</sup> day of the month through the last day of the month

The schedule of pay periods and pay dates may be obtained on the Human Resources website or in the Office of Human Resources.

If the regular pay date falls on a Saturday or Sunday, the pay date will be the preceding Friday. If the regular pay date falls on a holiday, the pay date will be the last weekday worked immediately preceding the regular pay date.

**Payment Options**

Employees may receive their pay electronically via direct deposit by choosing one of the following options or a combination of the two:

- **Pay Card (default method if no choice is made)** – pay can be directly deposited to a debit card for employees without a traditional checking or savings account or who do not want to have their pay deposited into their existing bank account. Additional information about the features and benefits of the pay card is available on the Human Resources website or in the Office of Human Resources.
- **Existing Bank Account** – pay can be directly deposited into an existing checking or savings account with a bank or credit union. Portions may be distributed among up to three different accounts.

Direct deposit vouchers itemizing current and year-to-date earnings, deductions, and deposits are available online for viewing and printing through Self-service. Employees may set up direct deposit through Self-service or by completing a direct deposit authorization form in the Office of Human Resources. Paper checks will be available in limited circumstances only.