



**POLICY 05:08:02
PAYROLL DISTRIBUTION**

Payday will be the last working day of each month.

Effective January 2014, Pellissippi State payroll checks will be mailed the day before payday to the individual's mailing address in Banner.

Direct deposit notifications will be e-mailed to the Banner campus e-mail address.

Approved: Executive Council, March 4, 1991

Editorial Changes, May 24, 1993, July 18, 1994

Approved: President Allen G. Edwards, February 4, 2002

Reviewed/Recommended: President's Staff, December 3, 2007

Approved: President Allen G. Edwards, December 3, 2007

Editorial Changes: July 1, 2009

Reviewed/Recommended: President's Council, November 25, 2013

Approved: President L. Anthony Wise, Jr., November 25, 2013