

Payroll Periods

Payroll periods vary depending on whether an employee is considered exempt or non-exempt (each employee's job description and new-hire letter details which category).

- *Exempt* employees are paid on a monthly basis by direct deposit to a bank of their choice or by check, with payday scheduled on the last business day of each month.
- *Non-exempt* employees are paid on the 15th and last business day of each month by direct deposit to a bank of their choices or by check. If the 15th falls on a weekend day, then non-exempt employees are paid on the preceding Friday.

The month-end payroll period for December each year is paid out early due to the Seminary closure for the Christmas and New Year holidays.

The Human Resources Department creates an official payroll calendar each fiscal year that lists payment weeks and payroll dates. For a copy of this calendar, please contact the Human Resources Department.

The Seminary treats all salaries as confidential.