

PAY CHECKS
(Payroll Distribution)

All regular full-time contractual employees will be paid on the 10th and 25th of each month. When the 10th or 25th falls on a Saturday, Sunday, or a College holiday (on which the College is closed), checks will be distributed on the last preceding College workday.

Note that all regular full-time contractual employees of Allegany College of Md. will be paid after a completed work period. As an example, a new 12-month Support Staff member employed as of July 1 will receive his/her first paycheck on July 25th for the payroll period from July 1 to July 15. His/her second paycheck will be on August 10 and will be for the period worked from July 16 to July 31. The employee's last paycheck for the fiscal year will be on the following July 10 which will cover the work period of June 16 to June 30.

If an employee is paid on a contract of less than 12 months, he/she may authorize a credit union deduction in order that a certain amount of money may be deducted from each paycheck to cover the period of time not under contract. (See Credit Union section).

DIRECT DEPOSIT

Direct Deposit of payroll is a benefit available for all employees. Information and forms may be obtained from the Personnel Office.