

Method of Payment

All employees hired after August 1, 2019 are paid via Direct Deposit. Paper checks are mailed to employees who are not paid via direct deposit. Direct Deposit forms are available in the employment office/website.

The Bank Stop Payment Fee may be charged for any check that has to be stopped and reissued.

Changes to current Direct Deposit must be submitted via interoffice mail or in person. Changes to Direct Deposit may be accepted via a valid Bevell State Community College email address. For your safety and privacy, Payroll reserves the right to request any forms be sent via intercampus mail or delivered in person by the employee.

Non-Instructional

Persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the fiscal year shall be paid on a daily rate basis for the actual number of working days they are on duty. The daily rate for persons on salary schedules A, 8, C, E, and H is the annual salary divided by 260, which includes holidays. Hourly employees shall be paid for the actual number of hours worked as recorded on time and attendance sheets submitted by their supervisor.

Instructional

The salary for the academic year (nine months), or per semester, may be disbursed in equal monthly payments for convenience in bookkeeping. However, persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty.

The daily rate for the nine-month (academic) year shall be determined by dividing the nine-month salary by the minimum required working days according to the schedule under which they were hired (exclusive of holidays). The same rate is also applied to compute payment of partial summer