



### **Pay Change Effective Date**

Date of Origin: *November 15, 2016*

Modification Date(s): 02/12/2019, 3/8/22, 2/14/23

Date of Last Review: 3/12/24

#### **I. Purpose**

To clarify effective dates for mid pay period pay change.

#### **II. Policy**

Supervisors should make payroll changes effective the first day of a pay period.

Any pay change submitted to Payroll that does not occur on the first day of a payroll period will automatically be effective the first day of the following pay period.

Any exceptions to this policy must be approved by the CEO or Chief Operating Officer. Without this approval, no retroactive pay will be made for mid pay period increases and all increases will simply be effective the next pay period.

#### **III. Example**

If an Employee Action Form is submitted in Paylocity for an increase of 11/22, within a pay period of 11/18 – 12/1, the actual effective date of the increase would be on 12/2, the first day of the next pay period.

  
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Scott Tash, CEO

3-15-24  
Date