

ADMINISTRATIVE SERVICES POLICY

SUBJECT: Effective Date of Pay Status Changes

POLICY STATEMENT:

Each program shall develop a system to implement the following standard in order to establish an effective date of pay status for changes.

STANDARDS:

It is the policy of this Agency that the "effective date" for any payroll change that takes place during any pay period shall be the first day of the very next succeeding pay period.

APPROVED

A handwritten signature in black ink, appearing to be "C. J. [unclear]", written over a horizontal line.