



The Planetary Science Institute

2.07.1 PAYDAYS

Policy No.: 2.07.1

Effective Date:

Last Revision Date:

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POLICY

PSI pays employees on a biweekly pay period basis, with each pay period starting on a Saturday and ending on a Friday. Employees are paid every other Friday, seven (7) business days after the end of the pay period. In the event a payday is on a federal holiday, the payday will be shifted to the previous Thursday. Payroll pay dates are highlighted on the Calendar which is available on the PSI internal website, under General Information.

View this policy online: (<https://handbook.psi.edu/policy/2-07-1-paydays/>)