**8c. PAYROLL PROCESS**

Updated 9/30/2017

All year-end merit increases and bonuses for USSEC staff shall be presented as recommendations by the USSEC CEO to the USSEC Executive Committee for consideration and approval prior to award.

Payroll is processed by USSEC’s payroll generalist. A full review is completed by the Controller or CFO prior to payment on the 15th and 30th of the month. There are two exceptions to this payment schedule:

* Pay date falls on a weekend – paid on the Friday before the 15th or 30th

An employee is terminated and a payment to the employee is required to be paid within a specific number of days as required by law.