

Final Pay Policy

POLICY: Final Pay		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.39	REVIEW DATE:	11/2020
APV'D DATE:	11/17/2020		
EFFECTIVE DATE:	11/17/2020		
REFERENCES: HR Handbook, Payroll Policy, Minn. Stat. §§181.13, 181.14, MN Dept. of Labor and Industry			

Part 1. Policy Background and Purpose.

The purpose of a Final Pay Policy is to inform an employee when they can expect to receive their final pay when they leave White Earth Tribal and Community College (WETCC) employment.

Part 2. Definitions.

Final pay means the final or last pay an employee will receive upon leaving the College.

Part 3. Responsibility.

It is the employee's responsibility to ensure any assigned keys, files, equipment, and/or college property are returned to WETCC on or before their last day of employment.

It is the responsibility of the supervisor to send the separation information required for processing final pay that will include final timecard, resignation/termination letter if applicable or written notice from the supervisor to Human Resources (HR) Technician and a notice to release final pay.

It is the responsibility of Human Resources Technician to complete the Personnel Action Form (PAF), obtain required signatures, and notify payroll of the final pay.

Part 4. Policy
Subpart A: Timing

An employee who leaves their employment will receive their final pay on the next regularly scheduled payday following the last day of employment, as long as all information has been completed and items returned.

An employee who is terminated may request their final pay sooner, in which case WETCC will issue the final pay within 24 hours of such request. Exception: If an employee collected, disbursed, or handled money or property, WETCC has 10 days after termination to audit and adjust accounts before paying all final wages. Property includes items such as keys, computers, and vehicles.

Subpart B: Final Pay

Final pay will include:

- (a) All regular time worked from the beginning of the final pay period through the last day worked.
- (b) All unused vacation accumulated through the last day worked, not to exceed the maximum amount of 160 hours.
- (c) All deductions for any amounts owed to WETCC which may include travel, lunches, bookstore charges, payroll advance, etc.

Subpart C: Annual Leave

Pay out of annual leave may be delayed pending the return of company keys, files, equipment and/or college property.