Final Pay Policy

Policy Number	300.39.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: HR Handbook, Payroll Policy, Minn. Stat. §§181.13, 181.14, MN Dept. of Labor and Industry			

1. **Purpose**

   To inform employees of when to expect their final pay.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. There is a process for final pay upon the exit of an employee from WETCC.

4. **Definitions**

   4.1. Final Pay. The final or last pay an employee will receive upon leaving the college.

5. **Procedures**

   Timing

   5.1. An employee who leaves their employment will receive their final pay on the next regularly scheduled payday following the last day of employment.

   5.2. All information must be complete, and items returned before final payment is issued.

   5.3. An employee who is terminated may request their final pay sooner, in which case WETCC will issue the final pay within 24 hours.

   5.4. 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.

   Final Pay

   5.5. Final pay will include:
   - All regular time worked from the beginning of the final pay period through the last day worked.
   - All unused vacation accumulated through the last day worked, not to exceed the maximum amount of 160 hours.

- All deductions for any amounts owed to WETCC which may include travel, lunches, bookstore charges, payroll advance, etc.

Annual Leave

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

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original