


PROCEDURE

Subject	Payroll	Number: 2.35.01
Source	Office of Finance	Reference (Rule #) 6HX14-2.35
President's Approval/Date: 7-1-09		

PURPOSE:

To establish procedures for the collection of necessary source documents required for payroll calculation and the timing of payments for all compensation for services rendered.

POLICY:

The Director of Finance shall be responsible for maintaining pay records and making pay computations in accordance with established procedures.

All salaries shall be paid by check or direct deposit voucher printed in the Payroll Department, or otherwise provided by secure electronic medium.

All employees, except as noted below, shall be paid semi-monthly on the 15th and the last day of the month over twelve (12) months (24 pays). If these dates fall on a weekend, the pay date will be on the Friday before the regularly scheduled day. If these dates fall on a holiday, the pay date will be the last regular business day preceding the holiday. Pay dates falling during extended breaks (Spring or Winter) will follow the regular 15th or last day of month schedule.

Full time nine (9) month faculty and nine (9) month instructional staff have the option of receiving their pay over nine months (18 pays) or twelve months (24 pays). The first pay of the contract year will be paid on the last day of August and the last pay for the contract year will be paid on May 15th (for 18 pays) and August 15th (for 24 pays).

Full time ten (10) month faculty and ten (10) month instructional staff have the option of receiving their pay over ten months (20 pays) or twelve months (24 pays). The first pay of the contract year will be paid on the last day of August and the last pay for the contract year will be paid on June 15th (for 20 pays) and August 15th (for 24 pays).

Adjunct and Overload payments shall be made in eight (8) equal increments for the fall and spring terms beginning on September 15th and ending on the last day of December for fall, and beginning on the last day of January and ending on May 15th for spring. Summer terms payments will vary according to the length of the contract, and will be paid semi-monthly in equal increments with the first payment after the term begins and the last payment following the completion of the term. When payroll authorizations are received after the first payroll processing deadline, the total contract amount will be paid semi-monthly in equal increments over the remaining regular payment schedule for the term.

Non-credit contracts will be paid either in single payments (contracts of six week duration or less) or multiple payments (contracts of six weeks or more) on a semi-monthly basis on the 15th and last day of the month. Single payment contracts will be paid as follows: Contracts completed on the 1st through the 15th of the month will be paid on the last day of the month; contracts completed on the 16th through the last day of the month will be paid on the 15th of the following month.

Regular and Temporary Part-Time Staff and Students will be paid from time cards with a holdback that coincides with the semi-monthly payment schedule, giving adequate time to process all necessary paperwork.

Career and other regular employees who complete time cards will be paid by exception over twelve months in 24 equal increments of base pay.

Overtime pay will be paid on the next semi-monthly pay date for all overtime earned in all whole weeks in the previous semi-monthly period.

New employee or changed existing employee payroll documentation and non-credit contracts, part time and student time cards must be in the payroll office by the 5th of the month to receive payment on the 15th of the month and the 20th of the month to receive payment on the last day of the month. Special deadlines for periods when payrolls fall during college breaks will be communicated in advance to allow for complete and accurate payments.