

Procedure III.3001.C.a, Payroll

Associated Policy

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Procedures

Full-time employees and part-time faculty should complete onboarding forms, including payroll, employment, retirement, and insurance documents, electronically or in person (as assigned) no later than the third day of employment. Part-time employees may complete these documents on the campus of employment.

Full-time exempt employees are compensated monthly and the paycheck reflects payment for the entire month, from the first day through the last day of the month. Part-time faculty who are paid by the course are also paid monthly based on courses taught in the parts of term that fall within the month's pay period. Effective January 1, 2019, full-time exempt employees and part-time faculty paid by the course will be paid monthly on the last banking day of each month. For the period through December 31, 2018, full-time exempt employees will be paid on the last working day of the month.

Full-time non-exempt and part-time staff and student employees are paid bi-weekly. Bi-weekly paydays are every other Wednesday according to the pay schedule published by payroll. There is a 10-day lag from the end of the 2-week cycle until payday. The hours paid are based on submission and approval of time entered via web time entry. If a bi-weekly payday falls on a banking holiday, employees will be paid the day before the banking holiday.

New exempt employees whose first day of employment is not the first working day of the month, will be paid a prorated amount during their first month of employment.

Each employee eligible for overtime (non-exempt) must daily record hours worked via web time entry. Hours accounted for under approved leaves (sick, vacation, personal business, bereavement, etc.) are also recorded in web time entry for non-exempt employees. Exempt employees, including faculty and administrators, will submit absences on the appropriate Request for Leave Approval form to the employee's leader. Accurate payroll reporting is the responsibility of the leader; however, overtime, vacation, and other types of leave, may be reviewed by the College's Payroll and Human Resources Departments, as needed.

Employees in a leave without pay status will receive instructions from Human Resources in the event benefits are affected by their absence. Employees in a leave without pay status prior to a holiday will not receive pay for that holiday. Additionally, an employee in a leave without pay status for an entire month will not accrue vacation time for that month.

The College reserves the right to determine the employee's last working day in the event of the employee's resignation or termination. A resignation date is the last date the employee physically works for the College. A resignation date may not be extended using personal, holiday, and/or vacation leave.

Retirements are always effective the last day of the month for employees retiring under the Teacher Retirement System or the Optional Retirement System, however, the last day worked can be anytime during the month of retirement.

Direct Deposit - The College encourages automatic deposit of all or part of an employee's pay into the checking and/or saving account of the financial institution of their choice.

Definitions

Banking Day: A day on which banks are open to the public for carrying on substantially all banking functions, generally excluding Saturday, Sunday, and legally defined holidays.

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Exempt: An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Non-exempt: An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Date of SLT Approval	September 5, 2018
Effective Date	October 2, 2018
Associated Policy	Policy III.3001.C, Payroll
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll