

CP 3.6.1

Staff and Faculty Pay Periods

Related Board of Trustee Policy: BP 3.6

Responsible Official *VP of Finance and Administration*
Approvals *08/13/98*
Revision

Procedure

- A. In order for part-time instructors to be paid on the last working day of the month, a copy of the contract and time sheet should be in the Business Office by the 15th of the month in which payment is to be made or earlier if time sheets, contracts, etc. Are requested at an earlier date by the payroll department. A copy of the completed attendance report and/or time sheet will serve as authorization to release the check to the instructor.
- B. Changes in request must be made by the 15th of the month in which payment is expected. If changes are received after this date, they will be processed in the following month's payroll.
- C. Time sheets are required for all part-time and student employees. Student employees will be paid on the last working day of the month. The student time sheet for each participant should be submitted to the Business Office by the 15th day of each month for the total hours to be paid in that particular month or earlier if time sheets, contracts, etc. are requested at an earlier date by the payroll department.
- D. All part-time and student employees will be required to pick up his/her individual payroll check in person with adequate identification the first payroll following initial hire. Each supervisor is responsible to inform all new employees of this requirement upon hiring.