Payday is the last business day of the month.

Hourly staff must report hours worked and used leave. Salaried staff must report used leave.

The Payroll Office shall publish payroll submission deadlines. Staff who submit their hours worked or used leave after a payroll submission deadline shall be paid in the next available payroll.

The College President, in consultation with the Finance Director and the Vice President for Administrative Services and Finance, may approve exceptions to this policy.

Adopted 07/19/2006
Revised & Adopted 03/11/2013
Revised & Adopted 10/07/2019
Revised & Adopted 11/09/2020