

5210 Paydays and Reporting Time

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