

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FINAL PAYCHECK
Procedure No. 3-30 (F)
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Effective April 15, 1999

- (1) All final pays will be by payroll check, not automatic deposit.
- (2) Separation information required for processing final pay will include: final time card, overtime card if applicable, all leave forms, separation of employment release form, and resignation letter if applicable.
- (3) Separating employees will receive final pay on the next regularly scheduled payday providing separation information is received by the Director of Human Resources prior to the processing deadline.
- (4) Final pay will include:
 - (a) All regular time worked from the beginning of the final pay period through the last day worked at regular rate of pay.
 - (b) Any time worked prior to the final pay period, but not yet paid, at regular rate of pay.
 - (c) All unused vacation accumulated through the last day worked at regular rate of pay.
 - (d) All overtime, as defined in Section 3-06, worked through the last day worked, at overtime rate as determined in Section 3-06.
 - (e) Retiring employees will receive unused disability leave at their regular rate of pay in accordance with Section 3-10.