

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PAYROLL
Policy 3-07
Page 1 of 1

Effective November 17, 2022

- (A) The Payroll Office prepares and processes payroll actions for all employees of the College. The payroll shall be processed in accordance with the procedures and guidelines adopted by the College in accordance with this policy.
- (B) Employee pay shall be in the form of direct deposit to the financial institution(s) of their choice every other Friday except when banks will be closed on Friday in which case the deposit will be processed on the last business day prior to the closure. The College will require all of its employees to be paid by direct deposit except where prohibited by law, in which case, a paper check will be issued. Employees making changes to a bank account and employees new to the College may receive a paper check for their first pay.
- (C) The Senior Vice President of Business Services or their designee is authorized to make payroll deductions required by law or approved by the Board of Trustees.
- (D) The President may establish procedures to administer this policy.

Replaces Policy 9-04 (Effective October 15, 1985). Moved to Chapter 3 in the CSCC Policy and Procedures Manual. Last effective date: April 1, 2011.