

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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PAYROLL  
Procedure 3-07(D)  
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Effective April 1, 2011

1. Payroll unit will process all payroll data. Payroll information is due by the close of business on the first business day after the end of the pay period to ensure processing for the upcoming payday. All payroll actions must be in to payroll by 4:30 p.m. on the 16<sup>th</sup> and the first day of the month, or first business day after payday, to be processed for the next payday.
2. All necessary payroll documentation must be filled out by the employee before payroll may be processed. Pay cannot be issued without proper documented information.
3. Part-time employees must complete a time card for their hours worked. The time card must be approved by both the employee and the appropriate supervisor. Part-time employees will access their time cards for the current pay period through the cougar web online time and attendance system.
4. Electronic pay (advices) stubs will be available on cougar web the morning of payday. All new hires and any employee making changes in their direct deposit will result in a paper check the first pay date after the change has been made.
5. All employees of Columbus State Community College are paid on a semi-monthly basis on the fifteenth and last working day of the month. If either pay date falls on a Saturday, Sunday, or a day when campus is closed, employees will be paid on the business day preceding the weekend or holiday. All new employees hired after August 2004 will be paid one pay period in arrears. Time worked from the 1<sup>st</sup> through the 15<sup>th</sup> of the month will be paid on the last working day of the month; time worked on the 16<sup>th</sup> through the last day of the month will be paid on the 15 of the following month.
6. On payday, all paper pay checks issued are available in the Payroll Department during normal business hours. Payroll checks are to be picked up by the employee with the proper identification.

***Replaces Procedure 9-04 (Effective October 15, 1985). Moved to Chapter 3 in the CSCC Policy and Procedures Manual.***