

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Effective August 7, 2023

1. The Payroll Office will process all payroll data, including but not limited to, pay for time worked, absences and personnel and benefits-related data administered by the College's Human Resources Department. Payroll information should be entered into the College's Enterprise Resource Planning (ERP) System or other designated ancillary system or submitted to the Payroll Office where appropriate, by noon on the second business day after the end of the pay period to ensure processing for the upcoming payday. Where the first or second business day after the end of the pay period falls on a holiday, due dates for payroll information may be adjusted earlier or changes may be delayed to the subsequent pay period.
2. All necessary payroll documentation must be entered into the College's ERP System or completed and submitted to the Payroll Office or to the College's Human Resources Department as appropriate and according to designated deadlines, by the employee before payroll may be processed. Pay cannot be issued without proper documented information. Failure to meet established deadlines may result in some payments or adjustments not being processed properly until the next pay period.
3. Non-exempt employees must complete time tracking for their hours worked. The time tracking must be approved by both the employee and the appropriate supervisor. Time tracking will be accessed through the College's ERP System, including associated mobile apps, as applicable.
4. Electronic pay slips will be available in the College's ERP System the morning of payday. All new hires and any employee making changes to their direct deposit may receive a paper check for the first pay date after the change has been made. Pay checks not picked up at the Payroll Office, with proper identification, by noon on payday will be mailed by the close of business on payday.
5. All employees of Columbus State Community College are paid bi-weekly every other Friday except for the following:
  - a) If the payday falls on a Friday when the College is closed for a holiday, employees will be paid on the last business day before the normal payday.
  - b) In the event of a college closure beyond a one-day holiday, such as winter break, the College will make every attempt to pay employees on the last business day before the College closure. However, the College reserves the right to pay employees on the normal payday during the closure, while still adhering to guidelines listed in Section 5(a).

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6. All new employees hired or rehired after August 2004 will be paid one pay period in arrears. The pay period starts on Sunday and ends on the second following Saturday. The corresponding pay date is the second Friday following the end of the pay period. Calendars will be available detailing the pay periods and pay dates each year.

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

Last Effective Date: April 1, 2011