

## Policy III.3001.C, Payroll

### Purpose

The purpose of this policy is to ensure timely and accurate payroll payment and timekeeping records.

### Policy

New employees must have all required payroll documentation on file in the Human Resources Office on or before the third day of employment. A new employee without proper documentation on file may experience a delay in payment.

Employees are paid according to the payroll calendars published by Payroll and based on salary schedules approved by the Board of Trustees.

### Definitions

**Employee:** A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

**Exempt:** An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

**Non-exempt:** An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### Associated Procedures

Procedure III.3001.C.a, Payroll

Date of Board Approval	October 1, 2018
Effective Date	October 2, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Payroll