

Approved
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AP 6325 PAYROLL

References:

Education Code Sections 70902, 87040-87040, 87815-87834.5, 88160-88167.5

Payroll Periods and Frequencies

The following payroll periods and frequencies apply for all District employees:

- 10 month employee – August 31 through May 31 (10 pays)
- 11 month employee – August 31 through June 30 (11 pays)
- 12 month employee – July 31 through June 30 (12 pays)

Pay Dates

The normal pay dates for all regular faculty, staff and administrators are the last working day of the month. If the last working day of the month falls on a Friday or a weekend, the pay date is the preceding Thursday. If the last working day of the month falls on a District holiday, the pay date is the preceding workday. December pay dates shall normally occur prior to the winter holiday break.

The normal pay dates for all adjunct faculty and classified hourly staff are the tenth of the month. If the tenth day of the month falls on a weekend, the pay date is the preceding Friday. If the tenth day of the month falls on a District holiday, the pay date is the preceding workday.

Deadlines

Written authorization for payroll deductions from pay warrants paid at the end of the month shall be received by the Payroll Department no later than the tenth day of the month prior to the deduction taking effect. If the tenth day of the month falls on a weekend, written authorization for payroll deductions shall be received the preceding Friday. If the tenth day of the month falls on a District holiday, written authorization for payroll deductions shall be received the preceding workday.

Written authorization for payroll deductions from pay warrants paid on the tenth of the month shall be received by the Payroll Department no later than the twenty-fifth day of the month prior to the deduction taking effect. If the twenty-fifth day of the month falls on a weekend, written authorization for payroll deductions shall be received the preceding Friday. If the twenty-fifth day of the month falls on a District holiday, written authorization for payroll deductions shall be received the preceding workday.

Garnishment of Wages

The District is required by law, when served with an income execution, wage assignment, Family Court Support Order, or Federal tax levy against a faculty of staff member, to make deductions from the individual's wages until the debt has been satisfied, or as otherwise required by the order. Upon receipt of a garnishment order, the employee is sent notification of the order and a deduction schedule is established by the Payroll Department according to the terms contained in the order.

Underpayment/Overpayment of an Employee

Once an overpayment or underpayment has been substantiated, the Payroll Department shall proceed according to the processes for correction as defined by the applicable collective bargaining agreement. An administrator's wage payments shall be corrected within 30 days once substantiated, in cooperation with the administrator.