

Payroll Record Procedures

1021.1 PURPOSE AND SCOPE

Payroll records are submitted to the Finance Department on a semi-monthly basis for the payment of wages.

1021.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1021.1.2 TIME REQUIREMENTS

All employees are paid on 5th and 20th of each month with certain exceptions such as holidays. Payroll records shall be completed and submitted to a supervisor no later than the designated time for that payroll period.