

# PAYROLL PROCEDURE

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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All employees of Craven Community College will be paid on the last business day of the month including employees whose employment is terminated during the month. Wages are usually paid earlier in December based on the official date from the Office of the State Controller.

Time worked should be reported on the proper time sheet for the department in which an employee is employed and submitted to the appropriate staff person on the 3rd day of the month following the month they are reporting. This staff person prepares a Payroll Summary that includes the signature of the preparer and the department head. All payroll information must be turned into the Payroll Department by the 10<sup>th</sup> of the month.

All employees of the College are paid through direct deposit.

## **Payroll for Part time Personnel**

Part time personnel are paid for time worked one month in arrears. The part time payroll includes stipend pay, hourly pay instructors and all hourly staff employees, such as lab assistants, tutors, and federal work study students.

- Hourly staff employees must turn in a “Monthly Time Record Hourly Employees” form.
- Hourly instructors in the Workforce Development and Basic Skill Programs must submit the “Monthly Contract Verification” form to the appropriate department until June 30, 2012. Effective July 1, 2012 hourly instructors in Workforce Development and Basic Skill Programs will be paid via stipend contracts and will not submit any forms. After that date, this payroll will processed via a Payroll Summary (same as curriculum adjunct instructors and substitute payroll).
- Curriculum adjunct instructors and substitutes do not submit any forms. The staff member in the department responsible for processing payroll prepares a Payroll Summary which includes the signature of the preparer and the department head. This summary must be submitted by the 10th of the following month to the Payroll Department.

## **Monthly Payroll Personnel**

Monthly payroll includes all full-time and part-time salaried faculty and staff (exempt and non-exempt). These employees are paid at the end of the month for time worked during the month.

- Non-exempt salaried staff are required to submit a signed monthly timesheet (“Monthly Leave Report for Non-Exempt Staff”) to document the time worked and leave taken.
- Faculty and Exempt staff are required to complete a “Monthly Leave Report for Exempt Staff” form only if leave was taken in the month

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