

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6325 PAYROLL

Reference:

Education Code Section 70902

Authorization

Employment of all District personnel whether by the year, term, month, week, day or hour, in full-time, part-time, temporary, or substitute positions, is a prerogative of the Board. The Human Resource and Personnel Office will provide Payroll the name of the individual, the position title, placement on the salary schedule or rate of pay, and the period of employment.

Payroll Periods

For employees holding positions designated as 10 months, the pay dates cover August through May unless stated otherwise in the employee's contract. All 10 month certificated employees are eligible for Deferred Pay which allows employees to receive their annual salary for 12 months. Requests for Deferred Pay must be submitted prior to the first payroll at the beginning of the fiscal year.

Frequency of Payment

All Certificated Contracts and Certificated Hourly are paid on the last day of the month. The supplemental payroll is for all pay outside the regular contract, and includes overload, substitute pay, coaching stipends, credit by exam, and extra duty for Certificated staff. The supplemental payroll warrants are issued the 10th of the month.

Regular Classified employees are paid on the 10th and the 25th day of the month.

Classified Hourly and Student Assistances are paid on the 10th of the month.

Lead Time for Adjustments

Payroll record adjustments (e.g. name changes, etc.) may require up to 1 pay cycle to process before the scheduled pay date.

Garnished Wages

Payroll garnishments received by the District are forwarded to, and processed by, the County Office. Once processed, a copy will be forwarded to the employee. The payroll department has no control over garnished wages.

Underpayments

If an employee is underpaid and the employee is responsible for the error, the underpayment will be reflected on the next payroll cycle. If the District is responsible for the error, and the underpayment creates a hardship for the employee, with the approval of the Chief Business Officer (CBO), a revolving cash check will be issued providing funds are available. If funds are limited, a portion of the underpayment may be paid from the revolving cash account with the balance payable on the next pay cycle, or if possible, by a supplementary payroll.

Overpayments

If an employee is overpaid, and the employee has worked enough hours in the current pay cycle, with the approval of the CBO and the employee, the overpayment may be deducted from their next pay cycle. Otherwise, overpayments will be due and payable upon receipt. Employees no longer on payroll will reimburse the District for overpayment within thirty (30) calendar days.

Ratified December 11, 2013