

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PAYROLL
Policy 3-07
Page 1 of 1

Effective April 1, 2011

- (A) The payroll section of the Human Resources Department shall prepare and process all payroll authorizations for all duly appointed employees of the college. These authorizations shall be processed in accordance with the procedures and guidelines adopted by the Vice-President of Human Resources. This payroll authorization shall be the only instrument by which an employee's pay can be processed.

- (B) Employee pay shall be in the form of direct deposit to the financial institution of their choice on the fifteenth day and last working day of each month. Work Study students and those employees making changes to a bank account will receive a paper check.

- (C) The Vice-President for the Human Resources Department is authorized to make payroll deductions required by law or approved by the Board of Trustees.

- (D) The President shall establish procedures to administer this policy.

Replaces Policy 9-04 (Effective October 15, 1985). Moved to Chapter 3 in the CSCC Policy and Procedures Manual.