

SOLANO COMMUNITY COLLEGE DISTRICT

PAY PERIOD

4180

POLICY: All employees (regular, temporary, short term, substitute) shall be paid monthly on the last working day of the calendar month.

Employees may pick up their pay warrants in Fiscal Services on the last working day of the calendar month from 10:00 a.m. to 4:30 p.m., Monday through Friday. Warrants not picked up on payday shall be mailed to the employee's home.

Changes in payroll dates may occur contingent upon holidays and the academic calendar.

An employee may have his/her warrant mailed to his/her home address, deposited by mail or electronically deposited to a bank or credit union, providing written authorization and/or appropriate form is given to Fiscal Services.

The pay period for employees paid on an hourly basis is the eleventh (11th) of one month to the tenth (10th) of the next month. Any services performed after the tenth (10th) will be paid the following month.

Automatic deposit is available to all regular and adjunct employees. It takes approximately sixty (60) days to activate. If the request is received by the tenth of one month, direct deposit will take effect the payday of the following month. Forms are available from Fiscal Services.

REFERENCES/

AUTHORITY: California Education Code, Sections 87821, 88165

SLD/zg

BP 4180

ADOPTED: May 19, 1982

REVISED: February 18, 1987

January 21, 2004