

Document Number:	CDD (Regulation)
Document Name:	Accounting – Payroll Distribution
Effective Date:	Select effective date.
Document Status:	

## 1.0 Purpose

The Financial Services office shall be responsible for ensuring that employees are compensated accurately and timely each month. Discrepancies involving pay should be immediately brought to the attention of the Payroll Supervisor.

## 2.0 Regulation Details

### 2.1 Direct Deposit

- i. All employees must elect to electronically deposit paychecks directly to a financial institution. Direct Deposit Enrollment forms are available in the Human Resources and Financial Services offices. A voided check or deposit slip should be included with the completed form and returned to the Payroll office.
- ii. The first direct deposit will be an ACH pre-note and could possibly generate a paycheck on the employee's first pay day depending on the date the form is received in the Payroll office. Forms must be received by the 10<sup>th</sup> of the month for full-time employees and the 25<sup>th</sup> of the month for part-time employees to be processed with the current month's payroll.

### 2.2. Check Pick-Up

Checks can be picked up by the employee at the Cashier's counter in the Enrollment Center/Administration Building on pay day during normal business hours. A photo id must be presented to the cashier before a check is distributed to an employee.

### 2.3 Pay Days

- i. Full-time benefit eligible employees are paid on the last working day of the month.
- ii. Part-time employees are paid on the 15th of the month for hours worked in the previous month.

### **3.0 Regulation Owner**

Payroll Supervisor/Financial Services Office

### **4.0 Exhibits / Appendices / Forms**

Click here to enter text including related forms or other documents. This can include a link to the forms or documents.