

**Business and Fiscal Affairs  
DRAFT as of 5/6/13**

**AP 6325 PAYROLL**

**Reference:**

Education Code Section 70902

For regularly employed academic and classified employees, the pay period is a calendar month and is generally paid on the last working day of each month.

For part-time, temporary, Professional Experts, and student workers, the pay period is paid from the 16th of the previous month to the 15th of the current month and is generally paid on the last working day of each month.

Any changes, such as direct deposit changes, tax withholding changes, address changes, etc., must be submitted by the 15th of each month in order to be processed for that month's payroll.

Any 403(b) or 457 changes must be submitted by the last day of the previous month in order to be processed for that month's payroll.

Payroll will send notification to an employee when a garnishment is issued. All release of garnishments must be received before the 15th of the month in order to have the change effective with that month's payroll.

Timesheet due dates are posted annually on the Human Resources website. These Payroll department deadlines may be later than those posted at the colleges, as the colleges may require the time sheets be submitted earlier for processing.

Overpayment errors will be handled according to the collective bargaining agreements or by mutual agreement between the Payroll department and the employee. The minimum repayment will follow the California State garnishment guidelines.

---

**NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. The language in **blue ink** was added by Barbara Yesnosky on May 6, 2013.

---

**Date Approved:**

*(This is a new procedure recommended by the*

*Policy and Procedure Service)*