



ADMINISTRATIVE **PROCEDURE**

6325

DESERT COMMUNITY COLLEGE DISTRICT

PAYROLL

Full-Time Classified, Classified Management/Supervisory

All employees, paid on a monthly rate will receive their paychecks once a month on the last working day of the month.

Full-Time Faculty, Certificated Management (10, 11 or 12 month contract)

All academic employees are paid on the last business day of the month, except in December, when payroll warrants will be issued the first business day in January.

Classified (Temps, Subs. etc.), Employment Agreements (Contracts), Tutors, Student Workers

Employees paid on an hourly rate will be paid once each calendar month between the 20th and 24th of the month.

Adjunct Faculty and Permanent Part-Time Classified

Employees paid on an hourly rate will be paid once each calendar month generally between the 2nd and the 5th of the month. Adjunct pay is calculated from signed load plans that are approved by the respective dean.

Payroll Corrections

When a payroll discrepancy is determined; the correction will generally be adjusted by the following payroll cycle.

Change in Status

Employees need to report immediately any changes in name, address, telephone or beneficiary to the Insurance, Payroll and Human Resources Departments. The information will need to be to the Payroll Department at least 10 days before the time sheet due date to ensure changes in the record. Name changes necessitate new Social Security cards. If there is a change in the number of dependents, a new withholding tax form must be prepared and submitted to the Payroll Department. This holds true for a change in dependents for insurance purposes as well. A spouse or new dependent must be added within thirty (30) days of the marriage or birth.

Payroll Distribution

Direct deposit of payroll checks is available. Forms for this service are available in Payroll. Payroll checks and "receipts for direct deposit" are available for pick up in the Bursar's Office until 2:30 PM on the date of issuance. Checks not picked up are mailed to the employee's current address on file.

Salary Advances

Advances on payroll checks will not be approved as a normal practice. Only in extreme circumstances will an advance be granted to an employee with a written request being submitted to the Director of Fiscal Services. No more than two advances in a fiscal year will be granted.

Reference: Education Code Section 70902

Approved by College Council: September 17, 2007

Administrator: VP Administrative Services

Executive Cabinet Review: April 5, 2016

College Planning Council Review/Approval, 1st Reading: April 8, 2016

College Planning Council Review/Approval, 2nd Reading: April 22, 2016

Board Information: May 20, 2016

Next Review: May 2021