

AP 7131 - Salary Payments

Payroll Manager:	Issues annual payroll schedule and informs employees of payroll deadlines.
Employee:	Completes appropriate payroll forms in accordance with deadlines. Forwards to director or associate dean/supervisor for approval as appropriate.
Payroll:	1. Processes payroll input. 2. Distributes paychecks to employees

June 25, 1985
Adopted College Council
June 7, 2006
Revised

February 26, 2015
Revised by College Executive Administration

