

Payroll Record Procedures

1036.1 PURPOSE AND SCOPE

Payroll records are submitted to Support Services on a biweekly basis for the payment of wages.

1036.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1036.1.2 TIME REQUIREMENTS

All employees are paid on a biweekly basis usually on Thursday. Payroll records shall be completed and submitted to Administration no later than 8:00 a.m. on the Friday morning ending the pay period, unless specified otherwise.