

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED PERSONNEL POLICY

SUBJECT: Payroll Period

Page 1 of 1

BOARD OF TRUSTEE APPROVAL: 2/12/92 EFFECTIVE DATE: 2/13/92
BOARD AMENDMENT: 10/10/01 AMENDMENT EFFECTIVE: 11/1/01

The payroll for classified employees shall be issued each month. The pay date shall be the 25th of each month.

Paychecks will be issued only to the employee. If the employee wishes the check to be released to another individual, the request must be in writing and signed by the employee.

All classified employees shall be required to complete a time sheet detailing number of hours worked and leave taken. These time sheets, with the appropriate signatures affixed, are due in the Business Office on the first working day after the 14th of each month.

Classified employees are also required to complete a leave form for each absence from duty.

The payroll date for employees classified as Student Employees will be on the 25th of each month, except in December and May, when the payroll dates may be moved up to accommodate the end of the semester.