

Payroll Record Procedures

1036.1 PURPOSE AND SCOPE

Payroll records are submitted to Administrative Services on a bi-weekly 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 bi-weekly basis usually on Friday with certain exceptions such as holidays. Timesheets shall be completed at the end of the employee/shift each pay period. All timesheet will be submitted to Administration Services no later than 8:00 AM on a Saturday morning following the end of the pay period or as otherwise directed.