

Business Operations Series—6000

**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  

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Adopted College Council  
June 7, 2006  

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Revised

February 26, 2015  

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Revised by College Executive Administration