

Administrative Procedure 6325 PAYROLL

I. Payroll Periods

All District employees receive pay on a monthly basis. Classified full time employees and Faculty receive pay for the current month. Classified part time hourly employees receive pay from the 16th of the previous month to the 15th of the current month. Student workers receive pay for the previous month.

II. Pay Dates

The normal pay dates for all District employees (except Student Workers) is the last working day of the month. If the last working day of the month falls on a weekend or a holiday, the pay date is the preceding workday. December pay dates shall normally occur on the last workday prior to the winter holiday break.

The normal pay dates for all Student Workers is the 15th of the month. If the 15th is on a weekend or a holiday, the pay date is the preceding workday.

III. Deadlines

Written authorization for payroll deductions, tax withholding changes and direct deposit updates will apply on the current payroll for the month if received by the Payroll Department no later than the first day of the month prior to the effective date. If the first day of the month falls on a weekend, the previous workday is the deadline.

Submission of Timesheet due dates are posted annually on the Payroll webpage. The colleges may require timesheets to be submitted earlier than these posted due dates for Business Office approval prior to the submission to the District Payroll Department for processing.

IV. Garnishment of Wages

The law requires the District to comply when served with an income execution, wage assignment, Family Court Support Order, or Federal tax levy against a faculty or staff member, to make deductions from the individual's wages until the debt has been satisfied, or as otherwise required by the order. Upon receipt of a garnishment order, the employee will receive a notification of the order and a deduction schedule will apply according to the terms contained in the order.

V. Underpayment/Overpayment of an Employee

Once an underpayment or overpayment occurs, the Payroll Department shall proceed according to the process for correction as defined by the applicable collective bargaining agreement if applicable, by mutual agreement with the employee and coordination from the College Campus or District Office.

References: Education Code Section 70902

See the Peralta Federation of Teachers' Contract, Article 21.C and Appendix 11

Reviewed and approved by the Chancellor: December 17, 2021