

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

AP 6325

Payroll

### Hours of Work

The normal workweek is Sunday 12:00 a.m. to Saturday 11:59 p.m. and consists of 40 hours.

### Payroll

Payday is scheduled for the tenth (10th) day of each month. If the tenth (10th) falls on a weekend, payday shall be on the Friday prior to the beginning of the weekend. If the tenth (10th) falls on a holiday, payday shall be the business day prior to the holiday.

### Paycheck Distribution

Payroll checks will be mailed one day prior to the pay date. Direct deposit pay stubs will be posted online for employees to view and print at their convenience.

If a payroll check is held in the payroll office for pick up by an employee, the employee must be present and show appropriate identification to verify that the check belongs to the employee. If the employee is unable to pick up the paycheck, the employee must submit written authorization for another individual to pick up their paycheck. The individual picking up the paycheck must provide appropriate identification to verify that they are the person identified in the written authorization.

### Payroll Advance

An employee may request a Payroll Advance up to three (3) times in a Fiscal Year (July 1 to June 30). Payroll advances are available to any employee who properly completes the Payroll Advance Request form. All requests shall be submitted in writing to the Payroll Specialist.

The employee may request up to 50% of wages earned to the date of the request.

- Hourly Employees: A timesheet with hours worked to date is required and is to be attached to the Payroll Advance form. The employee's supervisor must verify the hours and approve the request.
- Full Time Faculty: Employee's supervisor must verify that the employee has enough leave and/or Human Resources must verify the number of contract days worked and paid to approve the request.
- MASSC Employees: Employee's supervisor must verify that the employee has enough accrued available leave to approve the request.
- Part Time Faculty Employees: Dean/Supervisor must confirm the employee has enough workload scheduled to approve the request.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

Payroll advances are issued up to ten (10) college working days prior to the pay date each month. Checks will only be written on Mondays and Wednesdays. Advance requests must be received by 4:00 p.m. Friday (or Thursday during summer hours) for processing on Monday. Advance requests must be received by 4 p.m. Tuesday for processing on Wednesdays.

The employee will be contacted by Payroll as soon as the check is ready to be picked up. Payroll advances are not processed for direct deposit, paper checks only.

The Payroll Advance Request Form is located on MyLakerLink under Employee Resources.

Employees are encouraged to use the resources of the Employee Assistance Program for advice with budgeting or debt reduction services to avoid future financial difficulties.

Adopted by Board of  
Education: Procedure  
#1.046 April 11, 1977

Changed to Administrative Procedure January 22, 1996

Revised December 4, 2013 (Formerly Admin. Policy  
6.2.016) Revised May 3, 2017

Revised: September 11, 2019

Revised: December 11, 2019

Updated number: November 2, 2023 (Formerly APP 7076)

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