

Palm Beach State College

Board Policy

TITLE	Preparation, Certification, and Submission of Payrolls	NUMBER 6Hx-18-4.32
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS	PAGE 1 of 1
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 2/4/1990, 6/19/2001	

Policy:

Payrolls properly certified by the designated supervisor shall be submitted for all employees of the Community College District. Payroll reports shall indicate the number of duty days or hours, depending upon the type of employment, for the payroll period covered and shall indicate any absences from duty for the regular full-time or contracted employees. Payroll reports shall be transmitted as scheduled to the Payroll Office following the close of the payroll period.

Payroll checks shall not be released to any individual until all properly authorized sick and/or personal leave forms and/or temporary duty elsewhere forms have been submitted to the Payroll Office. Exceptions to this rule may be made if an individual is ill on the pay date and if accumulated leave time and/or deferred salary will cover all absences through the last day of the pay period.

Payroll check or warrant distribution dates shall be established administratively to insure that the employees are paid as promptly as possible with necessary safeguards to protect public funds. The distribution dates shall be made known to all parties concerned.