

McLennan Community College

POLICIES AND PROCEDURES

Reference:	D-XIV	Effective Date	02/21/2011
Subject:	Distribution of Payroll		
Source:	President		
Approval Authority:	President	Approval Date	02/21/2011
History:	Previously effective 02/21/2011, replaced policy 08/27/2003		
Remarks:	Policy updated to new format.		

Payroll checks for all monthly and biweekly employees will be distributed on the officially scheduled paydays via direct deposit to the employee's designated financial institution. All paychecks are distributed by direct deposit to the employee's designated financial institution with funds being available typically by 8:00 a.m. on payday. Check advices for employees are available electronically.

The employee is responsible for ensuring that time sheets, direct deposit forms, and all other payroll related documents are submitted to the Payroll Office by the scheduled date and time as indicated in the institutional calendar. If time sheets and payroll documentation are received after the deadline, no pay will be received nor will payroll changes be processed for that period. Late payroll documents and time sheets will be processed during the next pay period.