

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

6325

Payroll

Reference: Education Code Section 70902

Regular monthly payroll warrants for the certificated staff shall be prepared for delivery on the last working day of the month. Classified staff payroll warrants shall be prepared for delivery in accordance with the Riverside County payroll schedule. Withholding of income tax and other deductions shall be accomplished in accordance with state and federal regulations.

All payroll reports and time cards shall be completed and submitted to the Office of Administrative Services in accordance with schedules established by the Director of Human Resources.

Payroll record adjustments (e.g. name changes, etc.) shall be effective upon receipt of proper documentation.

(Formerly PVC Board Policy 3300)

01/27/09 Board Second Read and Approval

07/26/11 Board Information Item

02/05/14 College Council Approval

04/08/14 Board Information Item