

## AP 6325 Payroll

Reference:

***Education Code Section 70902***

1. Regular contract payroll warrants are issued the last working day of the month. The payroll deadline is the 15<sup>th</sup> of the month, for the end of the month payroll.
2. The supplemental payroll is for all pay outside the regular contract, and includes overload, substitute pay, coaching stipends, credit by exam, and extra duty for Certificated staff and overtime and night differential pay for Classified staff.
  - a. The supplemental payroll warrants are issued the 10<sup>th</sup> of the month.
  - b. The payroll deadline is the 25<sup>th</sup> of the month for the 10<sup>th</sup> of the following month's payroll warrant.
3. Information regarding payroll is submitted to the Payroll/Benefits Coordinator by the Human Resources Department and the Office of the Vice President for Academic Services. Required documentation includes Notices of Employment, time summaries, substitute slips, and extra duty agreements.
4. The payroll warrants for the Imperial Community College District are issued through the Imperial County Office of Education, and are audited by the ICOE Payroll Department.