

# Treasure Valley Community College

Code: **DL**  
Adopted: 3/1/99  
Revised/Readopted: 10/14/09; 3/30/10; 12/20/16  
Orig. Code(s): AR 300-1

## Payroll

### Hours of Work

The normal work week is Sunday 12 a.m. to Saturday 11:59 p.m. and consists of 40 hours. The hours of employment shall be fixed by the department supervisor and may vary by department. Exceptions to the established work day may be made at the discretion of the appropriate vice president.

In July, the business office distributes a payroll schedule that states the pay period and pay dates for the upcoming fiscal year.

### Payroll

Payroll checks will be disbursed monthly in accordance with the payroll calendar established on an annual basis. The human resources office in accordance with established salary schedules will determine the rate of pay and enter work authorizations (“contracts”) into the payroll program.

Contracts and timesheets must be submitted as dictated by the annual payroll schedule in order to be processed according to Oregon labor law.

Exceptions will be made in the case of:

1. Contracts that have not been authorized in time for the normal payroll process, but the employee has been allowed to work.
2. Salary advances will not be allowed except as approved by the vice president of administrative services or the chief financial officer (CFO); but not to exceed three during a fiscal year for an employee.

### Paycheck Distribution

All payroll checks will be distributed by direct deposit or mailed.

END OF POLICY

---

#### Legal Reference(s):

[ORS 243.650\(10\)](#)  
[ORS 243.666](#)  
[ORS 243.820 - 243.830](#)

[ORS 341.290\(2\)](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)

#### Cross Reference(s):

DLB - Deferred Compensation