

# Treasure Valley Community College

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

## Payroll

### Hours of Work

The normal workweek 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 workday may be made at the discretion of the appropriate Dean.

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 Dean of Administrative Services or the Comptroller; but not to exceed 3 in a fiscal year for an employee.

### Paycheck Distribution

Payroll checks will be kept in a locked cabinet in the Business Office.

When an employee comes into the office to pick up their payroll check, they will sign for it. The only exception is if the employee has presented a written authorization for another person to pick up his/her paycheck; that person picking up the paycheck must provide identification.

Payroll checks which have not been picked up on payday will be mailed the next business day at 3 p.m. A notation of the date will be entered on the sign-out- sheet for each payroll check that is mailed.

Direct deposit of the employee's payroll is available, and encouraged through the Business Office.

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