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H. Payroll

- 1. Purpose.** To set forth policies governing the payment of salaries and wages to Employees for services rendered, and payment of withholdings and deductions to third parties.
- 2. Establishment of Regulations.** The Administration shall establish regulations and procedures for accounting for and distribution of the University payroll consistent with Board policies, applicable laws and regulations, and sound business practices.
- 3. Payment Frequency.** Employees in an Exempt Position shall be paid once each month. Employees in Non-Exempt Positions, including Student Employees, shall be paid every two weeks.
- 4. Student Hours Restriction.** Student Employees shall be limited to a maximum of 40 hours per week. Additional hours restrictions may be set by the Administration. (See Subject C. Student Employment, Section 3 in Regulations and Procedures.)

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