



**Payroll Policy**

*Approved By and Date:*

*Board of Trustees*                    2/10/2020

*Executive Leadership Team*   1/13/2020

**Policy:**

Employees of Kilgore College will be paid according to the payroll schedule distributed annually by the Business Office/Payroll Department. All time and leave must be reported according to the deadlines in the payroll schedule. Time not submitted by required deadlines will result in deferral of payment until the next pay period.

**Procedures:**

*Approved By and Date:*

*Executive Leadership Team*   08/29/2022

Kilgore College employees are paid on a bi-monthly basis on the fifteenth and last day of each month. For the purpose of payroll distribution, the terms “fifteenth” and “end of month” refer to banking business days, not the last scheduled day of work for an individual. When these dates fall on Saturday, Sunday, or a federal holiday, payment will be made and paychecks and online direct deposit paycheck stubs will be available on the last working day prior to the regular payday. Payroll distribution dates which fall on College holidays may be modified. Any modification will be included in the payroll schedule distributed by the Business Office/Payroll Department.

Full-time Employees and Faculty

Full-time employees will receive their paychecks/online direct deposit paycheck stubs on the fifteenth and end of the month. All regular nine-month employees will have their salaries paid in twenty-four equal payments, beginning September of each fiscal year. Full-time employees are paid on the fifteenth of the month for work performed the first through the fifteenth of that month and at the end of the month for work performed the sixteenth through the end of that month.

Should employment of a full-time employee be terminated for any reason, the pro rata part for the pay due, based on the fractional part of the school year expired, will be paid, less any legally required deductions.

Overtime will be paid in accordance with overtime procedures.

Part-time Employees

Adjunct faculty will be paid according to a schedule published by the Business Office/Payroll Department. All other part-time employees will receive their paychecks/online direct deposit paycheck stubs on the fifteenth and end of the month. The payment on the fifteenth will cover hours worked in the previous month from the fifteenth through the end of the month. The payment at the end of the

month will be for hours worked from the first through the fifteenth of the same month.

Should employment of a part-time employee be terminated for any reason, the employee will be paid for hours worked since the last pay period to the time of termination, less any legally required deductions.

