



## COLLEGE POLICY

<b>Policy Name:</b> Payroll	<b>Policy Number:</b> CP 5.17
<b>Board Policy Reference:</b> BP 6:6.1.120	<b>Approvals:</b> College Advisory Council: 12/2/24 President: 12/15/24
<b>Applicable WAC/RCW:</b> RCW: 42.16.01	

**Payroll** BP6: 3.120, AP6: 3.120.01 - AP6: 3.120.07

The College shall develop a payroll manual. The manual shall include necessary procedures to ensure timely payment of employee salaries, appropriate controls to meet audit requirements, handling of emergency/one-time payments, paycheck distribution, and partial payments due to leave without pay status and a schedule of pay dates and pay periods for all employees. All procedures shall meet federal, state and acceptable accounting standards in alignment with the State Administrative & Accounting Manual (SAAM) and be consistent with negotiated labor agreements. The Payroll Office shall be responsible for the development of payroll procedures.