

**Sussex County Community College**  
**Policy No.: 200.40**  
**Area: Human Resources**  
**Adopted: September 27, 2016**

**200.40 Pay Procedures Policy**

---

**PURPOSE OF POLICY**

To provide the frequency and method of payment for employees of Sussex County Community College (“College”).

**GENERAL STATEMENT OF PAY PROCEDURES POLICY**

The College payroll is electronically deposited on the fifteenth and the last day of each month, except when the pay date falls on a weekend, holiday or date the College is scheduled to be closed and the deposit is then made on the previous workday.