

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

200.40 Pay Procedures Policy

PURPOSE OF THE 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.