

## Chapter 6 - Business and Fiscal Affairs

### AP 6325 Payroll

#### References:

Education Code Sections 85244, 85260, 87821, 87822, 88165, and 88166

#### Payroll Periods (10, 11, 12 month)

Schedules of payroll periods, including payments for salary warrants shall be available on the Mt. SAC website and shall be updated each fiscal year.

#### Frequency of Payment

Payment of warrants shall be prescribed according to Education Code Section 85260.

#### Lead Time Needed for Payroll Record Adjustment

Lead time needed for payroll processing and record adjustment shall be prescribed in accordance with the Payroll Schedule set by the Los Angeles County Office of Education as per Education Code Section 85260.

#### Procedures to be Followed if Wages are Garnished

Wage garnishments are processed by the Los Angeles County Office of Education according to appropriate laws and regulations.

#### Underpayment

Procedures shall be followed as prescribed by Education Code Section 88166: The College shall, within five work days following the determination of the error, provide the employee with a statement of the correction and a supplemental payment.

#### Overpayment

In the case of an overpayment, a correction shall be made and subsequent salary warrant(s) shall be reduced accordingly after the College provides written notice to the employee. The employee shall pay back the full amount of the overpayment within one calendar year from the date of the issuance of the first pay warrant which includes a deduction for a portion of the overpayment.

#### Payment of Wages Upon Termination of Employment

College employees who have resigned or have been discharged are subject to the same timelines for a payment of wages that apply to current employees per Education Code Sections 85244, 85260, 87821, 87822, 88165.

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