
SUBJECT: PAYROLL ACTION REQUESTS (ALL EMPLOYEES) POLICY

1.0 PURPOSE

A Payroll Action Form (PAF) is used to initiate payroll activity for College employees and to report changes that may occur after initiation.

2.0 POLICY

2.1. Payroll Action Forms are for the following types of services:

2.1.1. Approved position for part-time, hourly, and adjunct.

2.1.2. Supplemental pay for services rendered by an employee in addition to those required by the regular appointment. The supplemental pay may be determined by an hourly rate or for a given period of time.

2.2. A Payroll Action Form must be completed, containing the required signatures for approval, prior to payment for services rendered to the College.

2.3. A Payroll Action Form must be submitted to the Human Resources Office no later than the 20th day of the month for processing, unless otherwise notified.

2.4. A Payroll Action Form for new employees will not be entered into payroll without the proper documentation being submitted prior to working. The following documentation includes:

2.4.1. I9, W4, Payment Option Form, Personal Information Sheet, and Criminal Background Check