



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**DEA-6**

### **Pay Action Submission**

**APPROVED:** February 7, 1997      **REVISED:**  
**Year of Last Review:** 2022  
**AUTHORIZING BOARD POLICY:** DEA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** The objective of this procedure is to establish deadlines for the submission of pay transactions to ensure that employees are paid on the appropriate pay date.

### **PROCEDURE:**

#### **I. Full-time Pay Actions**

Employees that are employed full-time are paid on the 25th day of the month. Documents pertaining to new employees or newly promoted employees must be submitted to Human Resources not later than the 10th calendar day of the month in which the person begins employment in order for them to be included in the end-of-month payroll. Full-time employees who either begin work after the 10th day of the month or whose documents are not submitted by the 10th day of the month will receive their first pay on the regular payday in the following month. This pay will include a retroactive payment for all days worked during the preceding month of employment. Supervisors are responsible for notifying new employees of their first pay date.

#### **II. Part-time Pay Actions**

- A. Part-time non-faculty\*. Individuals who are employed in a part-time capacity with the District in a non-faculty job are paid on the 15th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the last day of the month in which the employee begins the assignment. Part-time actions which are not received by this deadline will be paid on the next regular payroll for that category of employee. Since part-time employees may start at any time during the month, supervisors must inform the employee about payroll deadlines and advise them when they should expect their first payment.
- B. Part-time faculty. Individuals who are employed as part-time faculty with the District are paid on the 25th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the 10th day of the month. Part-time actions which are not received by this deadline will be paid on the next regular payroll for that category of employee. Since part-time faculty may start assignments at any time during the month, supervisors must inform the employee about payroll deadlines and advise them when they should expect their first payment.
- C. College Work Studies - Students who are employed in a work-study capacity with the District are paid on the 15th day of the month. All actions for this category of employee must be received by Human Resources for processing not later than the last day of the month in which the student begins the assignment.

- III. Special Pay Dates. Depending on the academic and holiday calendar for the District, regular pay dates may sometimes require adjustment. When pay dates are adjusted, supervisors will be notified if standard deadlines for actions are also adjusted. Additionally, since the pay dates for special summer sessions are established based upon the academic calendar, supervisors will be provided a schedule of pay dates and action deadlines prior to the beginning of the summer sessions.

\* Note: The word "faculty" denotes instructors, counselors and librarians.