

Electronic Time Entry Procedures

1036.1 PURPOSE AND SCOPE

Payroll records are submitted to Administration on a bi-weekly basis for the payment of wages.

1036.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1036.1.2 TIME REQUIREMENTS

All employees are paid on a semi-monthly basis. Electronic entries shall be completed and submitted no later than 5:00 PM on the day after the last day of the pay period, unless specified otherwise.