

## **Policy: 5.16**

### **Payroll Information**

---

#### **Purpose**

To ensure all payments through the Kansas City Kansas Community College (KCKCC) system are made to employees of the College and that these employees have earned the amount requisitioned by performing duties, using leave, and/or receiving taxable fringe benefits as appropriate for their authorized positions in accordance with the Fair Labor Standards Act (FLSA) and/or other applicable federal and state laws.

#### **Policy Statement**

KCKCC will pay all employees for time worked in an accurate and timely manner, in accordance with applicable laws, and will maintain the required supporting documents and records. In the event a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

#### Direct Deposit

Employees will be required to have their pay directly deposited to their bank account. If an employee does not have a bank account, they will have their pay issued to a bankcard. Employees will be able to view an itemized statement of wages through the College's self-service system.

#### Annual Pay Increases

Consideration of an annual pay increase by the Board of Trustees for staff is undertaken once a year, usually in July. If an annual pay increase is approved, staff employees hired on or before December 31 will receive the annual salary increase equal to the approved amount by the Board of Trustees. Those employees that are hired between January 1 and June 30 will receive one-half of the approved annual increase.

Board Approved: 12/15/2020