

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

PAYROLL PROCEDURES MANUAL

Table of Contents

<u>Title</u>	<u>Section</u>
ACCOUNTING/PAYROLL AND INTERNAL CONTROL	1.00
BENEFITS	2.00
COMPENSATION	3.00
Direct Deposit.....	3.06
Processing Final Payment for Separated Employees.....	3.07
DEDUCTIONS – MANDATED	4.00
Employee’s Withholding Allowance Certificate.....	4.01
Mandated Medicare Tax.....	4.04
DEDUCTIONS – VOLUNTARY	5.00
Tax Sheltered Annuities and Deferred Compensation Plans.....	5.10
Payroll Deductions.....	5.20
GARNISHMENTS, LEVIES AND OTHER DEDUCTIONS	6.00
Wage Garnishments.....	6.01
EXPENSE DISTRIBUTION	7.00
Post Monthly/Variable Payrolls.....	7.01
LEAVES	8.00
PAYROLL - MONTHLY (ABSENCE REPORTS)	9.00
Absence Reports for Monthly Employees.....	9.01
PAYROLL - CERTIFICATED VARIABLE TIME CARDS	10.00
Certificated Variable Time Reporting.....	10.10
PAYROLL - CLASSIFIED VARIABLE TIME CARDS	11.00
Time Cards for Classified Hourly and Short-Term/Substitute Employees.....	11.01
Time Cards for Classified Overtime and Extra Time.....	11.03
Certification of Time Cards and Absence Reports.....	11.05
PAYROLL - STUDENT EMPLOYEE TIME CARDS	12.00
Student Summer Employment Procedure.....	12.01
Unemployment Insurance Exemption for Student Employees.....	12.02
PAYROLL - OTHER PAYMENT AUTHORIZATIONS	13.00
Governing Board Member Payments.....	13.01
Cooperative Vocational Education Supervision.....	13.02
Intercollegiate Athletic Contract Payments.....	13.05

<u>Title</u>	<u>Section</u>
REDUCED WORKLOAD – FACULTY	14.00
Pre-Retirement Reduction of Faculty Employee Annual Workload	14.01
RETIREMENT SYSTEMS	15.00
California State Teachers' Retirement System (CalSTRS)	15.01
California Public Employees' Retirement System (CalPERS)	15.10
WAGE AND TAX REPORTING	16.00
UNEMPLOYMENT INSURANCE	17.00
Unemployment Insurance Claims	17.02
Employment Development Department (EDD) Reporting	17.03
WORKERS' COMPENSATION INSURANCE	18.00
DISTRICT PAYROLL OFFICE INTERNAL PROCEDURES	19.00
Retiree Billing	19.14
INDEX	