

### **PROCESSING FINAL PAYMENT FOR SEPARATED EMPLOYEES**

Final payments for separated employees will be processed in a timely manner. Final payment will be issued during the regular payroll cycle (pay date) established each calendar year for all employees of the Contra Costa Community College District.

If notification of a separation occurs after the regular payroll cycle has been processed, a supplemental payroll (emergency checks) process will be available only if requested by the Director of Business Services, the Chief Financial Officer, Chief Administrative Services Officer or designee.

Labor Code 201, 202, 220