



# Operating Protocol & Procedure

## Details:

Number: 247

Title: Payment of Wages

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 10/10/16

Effective Date: 10/10/16

Revised: 7/16/19

Reviewed: March 2024

## Purpose:

To define the timelines and process for paying wages.

## Applicability:

All employees.

## Definitions:

None

## References:

None

## Attachments:

None

## Operating Protocol:

The Colorado Community College System (CCCS) utilizes Banner as its payroll system and is subject to the rules and procedures defined by CCCS regarding the payment of wages. All employees are paid by electronic fund transfer (Direct Deposit). Monthly employees are paid on the last working day of the month. Employees paid on a bi-weekly basis may find the pay periods and pay dates on the Portal on the Employee Tab in the Important Dates channel. Paystubs are available on the Portal and are emailed to the employee's PCC email account.

## Procedure:

N/A; see Protocol