

ACCOUNTING:  
PAYROLL PROCEDURES

CDD-R  
(LOCAL)

PAY PERIODS

FULL-TIME  
EMPLOYEES PAYROLL  
REPORTING PERIOD

The pay period for full-time employees shall begin the first day of the month and extend through the last day of the same month. The reporting period for the purposes of payroll preparation shall be the 16<sup>th</sup> day of each month and extend through the 15<sup>th</sup> day of the next month unless otherwise designated.

PART-TIME  
EMPLOYEES PAYROLL  
REPORTING PERIOD

The pay period for part-time employees and student assistants (except part-time teachers of credit and non-credit courses) shall begin the 16<sup>th</sup> day of each month and extend through the 15<sup>th</sup> day of the next month unless otherwise designated.

Checks shall normally be distributed on or near the 22<sup>nd</sup> day of the month in which the pay period ends unless otherwise designated by the college president.

DIRECT DEPOSITS

Direct deposits of salary payments to financial institutions are a service available to full- and part-time employees of Brazosport College.

PAYMENT OF  
PART-TIME  
CREDIT TEACHERS

The following schedule shall be followed in paying part-time credit teachers.

FALL SEMESTERS

The fall semester part-time credit teachers shall be paid in four equal payments as follows:

1. September
2. October
3. November
4. December

SPRING SEMESTERS

The spring semester part-time credit teachers shall be paid in four equal payments as follows:

1. February
2. March
3. April
4. May

FULL-TIME TEACHERS  
OVERLOAD PAYMENTS

Full-time teachers teaching overloads in the fall semester shall be paid in three equal payments as follows:

1. October
2. November
3. December

SPRING SEMESTER

Full-time teachers teaching overloads in the spring semester shall be paid in four equal payments as follows:

1. February
2. March
3. April
4. May

SUMMER SESSIONS

Teachers teaching part-time or overloads during the first summer session shall be paid one-half of their salary with the regular June payroll and one-half with the regular July payroll. Teachers teaching part-time or overloads during the second summer session shall be paid one-half of their salary with the regular July payroll and one-half with the regular August payroll. Teachers teaching part-time or overload courses which extend over eleven weeks shall be paid one-third of their overload salary with the regular payroll in the months of June July and August.