

3357:3-3-10 Payroll

The following rules of the college are established:

- (A) Based on the type of employee appointed (faculty, staff or student) a payroll authorization employment agreement/appointment letter will be delivered to the accounting/payroll office. This payroll authorization shall be the only instrument by which an employees pay can be initiated. This payroll authorization shall be in accordance with procedures adopted by the college for the various appointment types.
- (B) Employee pay shall be in the format of either bank checks or direct deposit into a bank of the employees choosing. Payroll will be processed and distributed in accordance with the procedures adopted by the college.

The president or designee is authorized by the board of trustees to establish policies to implement these rules.

Promulgated Under: 111.15 (ORC)