

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> PAYROLL DISTRIBUTION	<b>Page:</b> 05.08.01
	<b>Date:</b> 4/28/2022

General

The Payroll Department is responsible for the mailing of paychecks and posting direct deposit advices to Titans Direct. The procedure utilized to post payroll advices is based upon whether or not the employee has signed up for direct deposit. The Board of Trustees of the County College of Morris Resolution of July 1, 2014; re: State of New Jersey Section 1 of P.L.1981, c.385 (C.52:14-15a); requires all employees to be paid via direct deposit.

The payroll is mailed in such a manner to ensure all employees are paid in a timely manner. The College maintains a bi-weekly payroll.

Payday is every other Thursday. No paychecks are to be distributed prior to payday. (If payday falls on a holiday, paychecks and advices will be mailed or posted to Titans Direct on the prior day).

Authority

Board of Trustees  
Vice President for Business and Finance

Responsibility

Director of Accounting  
Manager of Payroll and Special Projects  
Payroll/Grant Accountant

Procedure

On Wednesday, the day before payday, mail all the paychecks. Direct Deposit Advices will be posted to Titans Direct when the Employee History update is ran at the end of the payroll process.