



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 6310 Payroll

Issued: June 16, 2009

Reference:

Education Code Sections 85260-85267; 87801-87834.5; 85230-85244; 88160-88168

All payroll processing shall be processed to employees for time worked as provided by law. The CEO shall establish regulations regarding time reporting procedures and payroll processing that ensure the District's payroll system is an accurate and timely report of employee attendance in terms of time worked and any absences taken.

The District's administrative rules, regulations, and procedures shall reflect the requirements of applicable law, Los Angeles County Office of Education payroll preparation requirements, and applicable collective bargaining agreements. The regulations shall include reasonable rules regarding work schedules, absence reporting, leave of absence processing, overtime requirements, and time reporting submission requirements.

Applicable Administrative Regulations:

AR 6311 Attendance and Time Reporting