

# **Central Alabama Community College Adult Education Program Policy**

## **Payroll Report Instructions**

1. Complete all entries on the payroll report accurately.
2. Do not enter a time you began work earlier than the time your class is scheduled to begin. Do not enter a time you stopped work that is later than the time your class is scheduled to end.
3. Remember to round all time entries to the nearest quarter hour.
4. Be sure to sign the payroll report and submit it promptly.
5. Time entered on payroll report should match time entered on sign-in sheet.
6. Payroll report should be mailed no later than the next day following the last possible work day in the month (this day will vary depending on class schedule).
7. Payroll report must be signed in ink, and only original forms will be processed.