

## Payroll F.A.Q. Sheet

### When do I get paid?

- With our new Banner Payroll System, employees are only paid once a month. Your primary position drives what day of the month that you are paid. Either you are paid at the end of the month or you are paid on the 10<sup>th</sup> of the following month.

### Who is paid at the end of the month?

- Full-time faculty, part-time contracted faculty, classified and confidential employees, managers, directors, administrators who's primary position are paid by contract or monthly salary are paid at the end of the month. Their pay period runs from the 1<sup>st</sup> thru the end of the month.

### Who is paid on the 10<sup>th</sup> of the following month?

- Part-time faculty who are paid by timesheets, non-credit faculty, JPA's, hourly classified, substitutes, professional experts, and student workers are paid on the 10<sup>th</sup> of the following month. The pay period runs from the 21<sup>st</sup> thru the 20<sup>th</sup> of the month.

### When do I get paid if my pay date falls on the weekend?

- If your pay date falls on the weekend, then you will be paid on the last business day prior to the weekend.

### Do I get paid if the campus is closed due to an emergency or other causes not within Gavilan's control, for example, an earthquake?

- Full-time faculty, part-time contracted faculty, classified and confidential employees, managers, directors, and administrators are paid their regular hours if they were planning to work that day. If they had requested benefit time prior to the closure, then they must use their benefit time.
- Part-time faculty who are paid by timesheets, JPA's, substitutes, professional experts, and student workers are only paid the hours that they actually worked, not what they were scheduled to work on the day that the campus was closed.

### Who should I contact if I have any Payroll questions?

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