



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Approved: 05/30/13

ADMINISTRATIVE MANUAL

PAYROLL POLICY

POLICY 211

1.0 PURPOSE:
To establish procedures for employee payroll

2.0 REFERENCES:
A.S.I. Operational Manual
A.S.I. Policy 225 Signature Authorization Policy

3.0 POLICY:
All employees of A.S.I. are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Paychecks are normally available by 9 a.m. on payday. If there is an error in your check, please report it immediately to your supervisor.

No one other than an employee to whom the check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. A.S.I. does not permit advances against paychecks or against vacation time, earned or anticipated, or sick time.

Salaried employees will receive their salary for any day in which the employee performs any work. For purposes of the salary pay policy, a week is Sunday 12:01 a.m. through Saturday midnight. An employee will receive his or her full salary for any week in which an employee does any work, subject to the following rules. An employee's salary may be reduced for complete days of absence due to vacations, holiday or personal business, before sick leave benefits accrue or after they are exhausted, and incomplete initial and final weeks of work. Penalties for violations of major safety rules may also be deducted from employees' salaries.

An employee's salary for a week is subject to set off for any jury duty, witness duty, or military leave pay which is received for that week. An employee will be provided with full pay for 10 business days for absences due to jury duty or as a witness in addition to payment for any partial weeks of work.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees



are encouraged to bring any question concerning their salary pay to the Executive Director or designee so that any inadvertent error can be corrected.

4.0 DEFINITIONS

None

5.0 PROCEDURES

- 5.1 Time sheets must be signed and submitted to the A.S.I. Administrative Office by the Monday before payday.
- 5.2 The A.S.I. Administrative Office is responsible for accurately preparing Timesheets according to the submitted time cards.
 - 5.2.1 Timesheets require the signature of the employee prior to releasing the check.
 - 5.2.2 Timesheets require the signatures of the following key personnel:
 - 5.2.2.1 A.S.I. President who reviews the Timesheets of the Executive Director and the Executive Assistant to the A.S.I. President
 - 5.2.2.2 Executive Director who reviews the Timesheets of all full time staff and Student Assistants.
 - 5.2.2.3 In the absence of the Executive Director the A.S.I. President and Assistant Vice President for Student Affairs may sign Full Time Staff timesheets.
- 5.3 Once completed, the A.S.I. Administrative Office shall forward the timesheets for processing.
- 5.4 Upon receipt of an invoice, the A.S.I. Administrative Office shall complete a RPP to request a check.
- 5.5 In addition to the Executive Director, Executive officer and President's designee, the RPP shall also be signed by the University Assistant Vice President for Student Affairs or designee.
- 5.6 Checks shall only be released to the employee unless a written waiver is on file with A.S.I. or on the approval of the Executive Director in emergency situation.
- 5.7 Jury Duty. In the event of Jury Duty, an employee may be compensated up to 10 days of service. In cases where an employee is "on call", employees must come to work. Proof of service is required, and A.S.I. only pays to the completion of one term of jury duty per year. Employees shall remit all checks for service to A.S.I. at the end of service.



...For the Students, by the Students™



...For the Students, by the Students™