



Ohio Administrative Code

Rule 3357:3-3-10 Payroll.

Effective: September 11, 2020

The following policies of the college are established:

(A) Based on the type of employee appointed (faculty, staff or student) a payroll authorization employment agreement/appointment letter will be delivered to the accounting/payroll office. This payroll authorization shall be the only instrument by which an employee's pay can be initiated. This payroll authorization shall be in accordance with procedures adopted by the college for the various appointment types.

(B) Employee pay shall be in the format of either bank checks or direct deposit into a bank of the employee's choosing. Payroll will be processed and distributed in accordance with the procedures adopted by the college.

The president or designee is authorized by the board of trustees to establish policies to implement rules.
