

Payroll

Policy 506

1 Introduction

1.1 The payroll function at Appalachian State University is a joint responsibility of the Personnel Office and the Payroll Section of the Controller's Office. In addition, the Student Employment Office shares in the responsibility for the student payroll.

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Payroll Data

4.1.1 Payroll data is gathered and documented by the Personnel Office for all non-student employees and by the Student Employment Office for all student employees. It is then forwarded to the Payroll Section in the Controller's Office for processing and updating of payroll records.

4.1.2 Monthly payroll checks are prepared by the Controller's Office and distributed to all non-student and student employees.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates