

Section: Timely Compensation **Adoption Date:** 5/08/2024

Revision Date:

Sponsoring Unit/Department: Employee Service Center

Timely Compensation

The College is committed to providing accurate and on-time compensation to employees for all work performed for the College. The College also affirms that all compensation policies and practices will comply with Federal and Arizona State wage and hour statutes related to the timely payment of wages.

Systems and processes will be continually reviewed and improved to ensure that this happens.

The Employee Service Center (ESC) is determined to pay all employees on-time and accurately. If an employee has an issue with their paycheck or did not receive a paycheck when they were expecting one, they should first reach out to their supervisor for assistance. The employee or supervisor may then reach out to the ESC if additional assistance, investigation, or explanations are needed.