



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 6310 Payroll**

**Issued: June 16, 2009  
Reviewed: December 12, 2017  
Revised: May 19, 2020**

**References:**

Education Code Sections 85260-85267; 87801-87834.5; 85230-85244; 88160-88168

All payroll payments shall be processed for employees for time worked as provided by law. The President/Chief Executive Officer shall establish regulations regarding time reporting procedures and payroll processing that ensure the District's payroll system is an accurate and timely report of employee attendance in terms of time worked and any absences taken.

The District's administrative rules, regulations, and procedures shall reflect the requirements of applicable law, Los Angeles County Office of Education payroll preparation requirements, and applicable collective bargaining agreements. The regulations shall include reasonable rules regarding work schedules, absence reporting, leave of absence processing, overtime requirements, and time reporting submission requirements.

**Applicable Administrative Regulations:**

AR 6310 Attendance and Time Reporting