

Business/Non-Instructional Operations

Payroll

CREC ensures all employees are compensated in compliance with federal and state wage and hour laws, and in accordance with the CREC Employee Manual. Payroll will be administered timely, accurately, and with proper documentation to maintain accountability and transparency.

Legal Reference: Connecticut General Statutes

31-57r to 31-57w Connecticut Paid Sick Leave Law

31-58 et seq. Wage and Hour Laws

31-71b Payment of wages

31-71f Employer to furnish employee certain information

31-75 Discrimination in compensation on the basis of sex

31-76c Length of workweek

31-76i Exceptions

Federal laws

29 U.S.C. 203 et seq. Fair Labor Standards

Policy adopted:

Re-adopted: April 20, 2022

Revised: February 18, 2026

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

Business/Non-Instructional Operations

Payroll Procedures

Required Employment Documentation

Before beginning work, all employees must complete: Federal Form I-9, IRS W-4, and CT-W4 or Massachusetts equivalent (if resident). No employee will be paid until these forms are completed and verified.

Pay Period/Work Week

The official work week runs Sunday 12:01 a.m. through Saturday midnight. CREC employees are generally paid biweekly on Fridays. Payroll is processed through the Business Services Payroll Office.

Timesheets

Non-exempt (hourly) employees must submit accurate daily records of time worked. Exempt (salaried) employees submit timesheets for leave tracking, grant compliance, and accountability. Overtime for non-exempt staff must be pre-approved. False or incomplete reporting may result in corrective action.

Connecticut Paid Sick Leave

CREC complies with the Connecticut Paid Sick Leave law (C.G.S. §31-57r to §31-57w).

- Eligibility: All workers as defined by state law.
- Accrual: 1 hour of sick leave per 30 hours worked, 120 day eligibility period for new employees.
- Usage: For employee illness, family care, preventive care, or family violence/sexual assault matters.
- Carryover: Up to 40 unused hours carried over annually; no more than 40 hours used per year.
- Documentation may be required for absences of 3+ consecutive workdays.

Timesheet Due Dates

Paper timesheets must be submitted by noon on the Friday of the close of the pay period. Electronic timesheets must be submitted by the end of day on the Monday following the close of the pay period. Late submissions may result in delayed payment.

Paycheck Distribution

Employees are strongly encouraged to enroll in direct deposit. Electronic wage statements are available in compliance with C.G.S. §31-71f. Changes to direct deposit must be submitted in writing at least one week prior to payday.

Vacations, Sick Leave, and Absences on Payday

All pays that are not direct deposit (i.e., live checks) will be mailed out on the Friday of pay week. Paychecks will not be released earlier than payday.

Holiday Pay Adjustments

If payday falls on a holiday, pay will be issued on the prior business day unless otherwise notified.

Prepayment of Vacation Pay

Requests must be submitted in writing at least 4 weeks prior and approved by the Executive Director or designee.

Compliance and Oversight

Payroll practices are regularly reviewed by Business Services and HR for compliance with applicable laws and policies. Employees may raise payroll or sick leave concerns with Payroll, HR, or through the grievance process in the Employee Manual.

Regulation issued:
Revised: March 16, 2022
Revised: January 21, 2026

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