



TITLE: Payroll Distribution

PROCEDURE NUMBER: 7-0-1010.1

RELATED POLICY AND PROCEDURES: 7-0-1010 Payroll Distribution

DIVISION OF RESPONSIBILITY: Administrative

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May 17, 2013
Date Approved by President

November 2, 2021
Date of Last Review

November 2, 2011
Date of Last Revision

Disclaimer

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Administrative Responsibilities

It is the responsibility of the Associate Vice President for Human Resources to maintain this procedure to determine the method for compensating personnel.

Procedure

A. Procedural Responsibilities

Supervisors having jurisdiction over full time and/or part time employees are responsible for approving payroll no later than the (8th) eighth working day of the month.

B. Pay Periods

1. Full-time employees are paid on the last working day prior to the 15th and the last working day of the month. Should a payday fall on a holiday or weekend, then the payday is the nearest working day preceding the non-workday. Direct deposits are transmitted to banks at least three days in advance to be available on payday. Each bank determines when these funds will be made available to the individual.
2. Part-time employees are paid on the 20th of the month following work completed in the previous month. Part-time employees are responsible for submitting monthly time into Web Time Entry by the (1st) first working day of the following month. Direct deposits are transmitted to banks at least three days in advance to be available on payday. Each bank determines when these funds will be made available to the individual.
3. College Work Study students (CWS) are paid on the 20th of the month following work completed in the previous month. CWS are responsible for submitting monthly time into Web Time Entry on the last working day of the month. Direct deposits are transmitted to banks at least three days in advance to be available on payday. Each bank determines when these funds will be made available to the individual.

C. Payroll Information Routing Procedures and Responsibilities

Supervisors must complete a temporary employment agreement or process an adjunct contract through Faculty Load and Compensation (FLAC) and follow proper procedures to place an individual on the payroll.

D. Employee Deductions

1. According to state and or federal laws, the following withholdings can be made from employee's paychecks:
 - a. Income Tax-state and federal
 - b. Social Security-Federal Insurance Contribution Act (FICA) (with the exception of CWS)

c. Retirement [Current members (those that have funds on deposit and have not withdrawn contributions)].

d. Federal and/or state liens and Clerk of court notices to withhold.

2. Any indebtedness to the College

D. Revisions

Revisions to contract hours must be communicated to payroll in a timely manner to ensure proper payment of employees. If an employee is overpaid as a result of contract revisions, they are billed for the difference or have the overpayment deducted from their next paycheck. Revisions for more money/hours are added to the total contract.