



**PIEDMONT TECHNICAL COLLEGE  
PROCEDURE**

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**TITLE:** Payroll Distribution

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

**DIVISION OF RESPONSIBILITY:** Administrative

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May 17, 2013  
Date of Approval by President

November 9, 2023  
Date of Last Review

November 9, 2023  
Date of Last Revision

**Disclaimer**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Procedure**

**A. Procedural Responsibilities**

Supervisors having jurisdiction over full time and/or part time employees are responsible for approving payroll no later than the third (3<sup>rd</sup>) day of the month.

**B. Pay Periods**

1. Full-time employees are paid on the last working day prior to the 15<sup>th</sup> and the last 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 20<sup>th</sup> 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 (1<sup>st</sup>) first working day of the following



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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 20<sup>th</sup> 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 any indebtedness to the College.

**E. 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