



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 7-0-1010.1

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TITLE: Payroll Distribution

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

**DIVISION OF
RESPONSIBILITY: Human Resources**

May 17, 2013
Date Approved by President

December 12, 2017
Date of Last Review

December 12, 2017
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 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.

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.



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B. Pay Periods

1. Full-time employees are paid on 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.



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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 amount and paid out in equal payments over the remainder of the contract.