Payroll Records

Prior to the start of employment, individuals must complete all human resource and payroll forms including but not limited to Federal and State W-4 withholding forms, direct deposit, Employment Eligibility Verification Form I-9. In addition, all employees are verified through the Department of Homeland Security and Social Security Administration using the E-Verify system.

Name Change Requests

Requests for a name change to the personnel and payroll records must be accompanied by appropriate documentation (i.e. social security card) and submitted to the HR/Payroll office.

Pay-Period Submission Deadlines

The Office of Human Resources will provide a list of pay periods and time submission deadlines. Employees not submitting time worked through web time entry by the submission deadline will not be paid until the next pay period.

Web Time Entry

Work Study students shall be paid no less than the legal minimum wage. All time worked will be reported to HR/Payroll through web time entry within the payroll cutoff periods and approved by the supervisor.

Non-exempt employees are paid on an hourly basis based upon job classification and salary range placement. All time worked will be reported to HR/Payroll through web time entry within the payroll cutoff periods and approved by the supervisor.

Payroll Dispersal

Payroll dispersal is the tenth (10) of each month for administration, faculty, and professional staff. If the 10th should fall on a Saturday, payroll dispersal will occur the Friday prior. If the 10th should fall on a Sunday, payroll dispersal will occur the following Monday. Paychecks shall not be released before the payroll dispersal date unless approved by the Chief Financial Officer.

Payroll dispersal occurs on a bi-weekly basis for all non-exempt, hourly employees. All time
worked must be submitted via web time entry within the payroll cutoff periods and approved by the supervisor.

**Payroll Disbursement**

The methods for pay disbursement are:

1. All college employees will provide the Office of Human Resources with written authorization to electronically transfer payroll funds into a designated bank account unless the employee is a student paid through federal work-study funds or a student tutor. Independent contractors are not considered employees and are therefore paid as vendors.

2. Students paid through federal work-study may elect to have their pay deposited to their Raider One Card or designated bank account.

**Payroll Advances**

No pay advances will be made unless approved by the Chief Financial Officer.

**Unpaid Charges**

Any charges incurred by an employee and remaining unpaid as of the payroll cutoff date for the last pay period of the employee’s appointment will be deducted from the employee’s final paycheck.

Employees of Three Rivers College who owe monies to the college which are past due shall have the balance withheld at the next pay period. Under no circumstances shall a balance be carried forward longer than one pay period (GAP 1101 Debts to the College).

**Final Pay**

The separation date recorded in the HR system and to the retirement system is the last day in pay status.

If an employee is discharged or the position is eliminated, the employee will receive a check within seven (7) days of their final date of employment. Employees who resign their position will
receive final compensation at the next scheduled payroll date.

   a) All regular time worked from the beginning of the final pay period through the last day worked at regular rate of pay.

   b) Any time worked prior to the final pay period, but not yet paid, at regular rate of pay.

   c) For all non-exempt employees, all overtime and/or unused comp time recorded and approved.

All unused vacation accrued will be paid in a separate check. Vacation pay will be paid no later than the last business day of the month following the month of separation or retirement.

The final salary payment will be released only after the employee has turned in all college property (PR 4730) and completion of the exit/transfer checklist.
THREE RIVERS COLLEGE
PERSONNEL REGULATION

Section: 4000 Personnel
Sub Section: 4500 Compensation
Title: PR 4520 Payroll Deductions
Associated Policy: PP 4520 Payroll Deductions; GAP 1101 Debts to the College
References: RMSO 290.110, PR 4730 Suspension or Termination

Responsible Administrator: Director of Human Resources

Initial Approval: 09-22-2010
Last Revision: 03-22-2017

DOCUMENT HISTORY:

09-22-2010: Initial approval of regulation PR 4520 Payroll Deductions.

05-18-2012: Updated to reflect web-time entry under time-sheet section; Reference to RMSO 290.110 added; Reference to PR 4730 added; Reference to GAP 1101 added; Updated to reflect payroll dispersal on 10th instead of 15th in Payroll dispersal section; Updated to reflect bi-weekly pay for non-exempt, hourly employees under Payroll Dispersal section; Section of Final Pay added.

08-31-2016: Defined work-study student and related web-time entry.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

03-22-2017: Minor language edits and correction of GAR 1310 Debts to the College to GAP 1101 Debts to the College.