

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

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| Section: 4000 Personnel | |
| Sub Section: 4500 Compensation | |
| Title: PR 4520 Payroll Deductions | Page 1 of 4 |
| Primary Policy: PP 4520 Payroll Deductions | |
| Associated Policy: GAP 1101 Debts to the College | |
| Associated Regulation: PR 4730 Suspension or Termination | |
| References: RMSO 290.110 | |
| Supersedes: 4.6 | |
| Responsible Administrator: Director of Human Resources | |
| Initial Approval: 09-22-2010 | Last Revision: 02-20-2019 |

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. It is the responsibility of the employee to submit time worked accurately and timely through web time entry. Failure to submit by the published deadline can delay the payroll process. Continued non-compliance will be addressed with disciplinary action up to and including termination.

Web Time Entry

Work Study students shall be paid no less than the Federal 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 Disbursement

Payroll disbursement is the tenth (10) of each month for exempt employees. If the 10th should fall on a Saturday, payroll disbursement will occur the Friday prior. If the 10th should fall on a Sunday, payroll disbursement will occur the following Monday. Paychecks shall not be released

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before the payroll disbursement date unless approved by the Chief Financial Officer.

Payroll disbursement 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.

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. 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 a 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.

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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 or direct deposit. 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.

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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 disbursement on 10th instead of 15th in Payroll disbursement section; Updated to reflect bi-weekly pay for non-exempt, hourly employees under Payroll Disbursement 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.
- 02-20-2019:** Clarification of employee responsibility to submit time entry in a timely manner, inclusion of the term "Federal minimum wage", addition of the direct deposit option for unused accrued vacation leave to provide a final pay check and the revision of the term "disbursal" to "disbursement".