

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: PAYROLL Related to Board Policy: 800A

Required Time Sheet Signatures

It is the department's responsibility to obtain signatures on Hourly Time Sheets (Exhibit 1). The employee's signature is required. If the employee is not present when the Hourly Time Sheet is completed, indicate "Not Available for Signature." An authorized administrator must sign each Hourly Time Sheet for the department.

Tax Sheltered Annuity

An employee may elect up to two tax sheltered annuities (Section 403 (b) of IRS tax Code) per pay period. Sign up procedures and calculations will be in compliance with IRS code.

Supplemental Compensation

Supplemental compensation is payment to an employee for earnings performed for special duties. Supplemental compensation also may be used to compensate an individual who is not currently a College employee. Payment is made on completion of services.

Direct Deposit

All employees are urged to use the direct deposit method of receiving pay (e.g., deposits are not interrupted by holiday schedules, personal leave, etc.).

Deductions

Each pay period, an employee's gross pay may be reduced by various deductions. Some deductions are required by law, whereas others are optional and may be withheld at the request of the employee.

1. The Vice President for Business Affairs must approve the type of deductions which can be processed through payroll.
2. Other deductions may be mandated on an individual basis by a court order or governmental agency (i.e., child support, a tax levy, Writ of Garnishment). Such mandated deductions are taken after taxes and retirement contributions, and before all optional deductions.
3. San Juan College procedure may also mandate deductions for debts owed the College.

Terminating Employment Payment

Upon terminating employment, an employee is paid the earnings for the final pay period either on or soon after the last day of employment.

1. The employee may also be eligible to receive cash payments for the leave hours in their annual and sick leave banks.

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2. Release of the final check will not be completed and released until all College property assigned for check-out has been returned, including all keys or equivalents.

Student Employees Paychecks

Student employees may pick up their checks at the Cashier Windows on payday Friday between 9:00 a.m. and 4:00 p.m. A picture ID must be presented to the Cashier.

Faculty and Staff Paychecks

Employee checks will be direct-deposited to the employee's bank of choice or distributed to the employee's San Juan College mailbox by 9:00 a.m.