SNOW COLLEGE

SUBJECT: PAY PERIODS (ALL EMPLOYEES)

1.0   POLICY

   1.1.   Salaried employees are paid on the last banking day of each month. Payroll payments will be made through the Electronic Funds Transfer (EFT) process to the checking or savings account designated by the employee.

   1.2.   Adjunct instructors who have not selected a payment option (checking or account) will receive their pay as a check. The check will be available at the cashier's window on the 15th day of the month following the payroll processing.

   1.3.   Hourly employees are paid on the 15th day of each month. When the 15th falls on a Saturday or Sunday the employee can pick up the check on Friday; if the 15th falls on a holiday, checks will be made available the working day before.

2.0   GENERAL

   2.1.   Special handling of payroll checks such as mailing checks to the bank, home, etc. can be arranged through the Cashiers; otherwise checks for hourly employees are available at the cashier's window. (See the Assistant Controller for special requests.)

   2.2.   If a check is lost or stolen, an employee must report this immediately to the Payroll Office. Employees can expect to wait 30 days for a reissue of their payroll check.

   2.3.   Self-Serve Electronic Time & Payroll Action Forms

      2.3.1.   Hourly, work-study and work-to-learn employees must submit their time electronically to the Payroll Office no later than the 5th day of each month by 10:00 p.m., of the month worked in order to be paid by the 15th of the following month.

      2.3.2.   Payroll Actions Forms are due before the 20th day of each of month to the Human Resource Office for payroll processing.

   2.4.   Reporting Requirements

      2.4.1.   Snow College is required to comply with all Federal and State withholding and reporting laws including but not limited to Federal income tax, FICA and State income tax.