

PROCEDURE

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| Subject | Payroll | Number: 2.35.01 |
| Source | Office of Finance | Reference (Rule #) 6HX14-2.35 |
| President's Approval/Date: 04/03/2017 |  | |

PURPOSE:

To establish procedures for the collection of necessary source documents required for payroll calculation and the timing of payments for all compensation for services rendered.

POLICY:

The Director of Finance shall be responsible for maintaining pay records and making pay computations in accordance with established procedures.

All salaries shall be paid by check or direct deposit voucher printed in the Payroll Department, or otherwise provided by secure electronic medium.

All employees, shall be paid bi-weekly. All employees are paid based on the payroll calendar and pay dates are determined by that calendar. Pay dates are every other Friday and generally fall twice a month, except for 2 months out of the year, when there are three (3) pay dates in a month. If the Friday pay dates fall on a holiday, the pay date will be the last regular business day preceding the holiday. Pay dates falling during extended breaks (Spring or Winter) will follow the regular bi-weekly pay schedule.

Full time nine (9) month faculty and nine (9) month instructional staff have the option of receiving their pay over nine (9) months (generally 20 pays) or twelve (12) months (26 pays). Full time ten (10) month faculty and ten (10) month instructional staff also have the option of receiving pay over ten (10) months (generally 22 pays) or twelve (12) months (26 pays). The first pay of the contract year will be paid based on the start date of the academic calendar and is calculated by the payroll calendar. The payroll calendar determines the number of pays based on the start and end dates of the contract. The first pay of the new contract year generally falls at the beginning of September. The last pay generally occurs at the end of May.

Adjunct and Overload payments shall be made in equal increments for the fall and spring terms beginning in September and ending in May. Summer term payments will vary according to the length of the contract, and will be paid in equal bi-weekly increments based on the payroll calendar.

Non-credit contracts will be paid either in single payments (contracts of six (6) weeks duration or less) or multiple payments (contracts of six (6) weeks or more) and are paid on a bi-weekly basis based on the payroll calendar.

Regular and Temporary Part-Time Staff and Students will be paid from time cards with a two (2) week holdback that coincides with the bi-weekly payment schedule, giving adequate time to process all necessary paperwork.

Career and other regular employees who complete time cards will be paid by exception over twelve months in 26 equal increments of base pay, based on the payroll calendar.

Overtime pay will be paid based on the payroll calendar.

New employee or changed existing employee payroll documentation, non-credit contracts, and part time and student time cards must be in the payroll office by the dates specified, and are based on the payroll calendar. Special deadlines for periods when payrolls fall during college breaks will be communicated in advance to allow for complete and accurate payments.

State College of Florida, Manatee-Sarasota