

## INSTITUTIONAL DIRECTIVE 3-1

March 20, 2006

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.**

**Title: Payroll Procedures**

**I. Purpose**

The purpose of this directive is to establish the flow of data necessary for the payment of employees and to inform the employees of the pay periods and other payroll information.

**II. Policy**

It is the policy of Piedmont Technical College to maintain properly documented, well defined, and broadly understood procedures regarding the preparation of employees' payroll.

**III. Procedures**

**A. Responsibilities**

1. Area supervisors having jurisdiction over part and/or full time employees are responsible for submitting payroll information no later than the first (1st) working day of the month. All payroll paperwork submitted after this date will be processed and paid the following of each respective pay period.
2. College Work Study students (CWS) are normally paid a month in arrears. Work performed in one month will be paid by the 20th of the following month. At Fiscal Year end, CWS will be paid on June 20th for hours worked in May and on July 20th for hours worked in June. Hours worked in July are payable in August. Supervisors are responsible for submitting monthly time cards to the Financial Aid Office by the first working day of the following month. Any hours submitted after the first (1st) working day of the month will be processed and paid the following pay period. The Financial Aid Office will submit all time cards and necessary contracts to the Payroll Office by the first (1st) working day of each month.

**Office of Responsibility: President**

- B. Pay Periods - Should a payday fall on a holiday or weekend, then the payday will be the nearest working day preceding the non-workday. Direct-deposit checks will be transmitted to banks to be available on payday. Each bank determines when these funds will be made available to the individual.
1. Full-time Personnel
    - a. Full-time employees will be paid on the last working day of the month.
    - b. Checks and direct deposit receipts will be grouped by department through the HRS system for all permanent employees. The groups will be ready for distribution from the Business Office by 8:30 a.m. on payday.
    - c. Supervisors will be required to pick up checks from the Business Office for any employee who requests early release of payroll checks. It will be the discretion of the supervisor if the check is to be released early. No checks will be released before 3:00 p.m. on the day preceding payday.
  2. Part-time Personnel  
Part-time employees will be paid on the 20th of the month following work completed in the previous month. Checks and direct deposit receipts will be available for distribution at the Business Office window by 8:30 a.m. on payday. All checks not picked up will be mailed at 3:00 p.m. on payday.
  3. College Work Study Students  
College Work Study Students are to be paid on the 20th of the month following work completed in the previous month. Checks will be available for distribution at the Business Office by 8:30 a.m. on payday. Checks not picked up will be mailed at 3:00 p.m. on payday.
- C. Payroll Information Routing Procedures and Responsibilities for the required documentation to place an individual on the payroll. (Attachment 1)
- D. Employee Deductions
1. According to state and or federal laws, the following withholdings can be made from employee's paychecks:
    - a. Income Tax - state and federal
    - b. Social Security (FICA) (with the exception of CWS)
    - c. Retirement [Current members (those that have funds on deposit and have not withdrawn contributions)]
    - d. Federal and/or state liens, and Clerk of Court notices to withhold.
  2. Any indebtedness to the College
    - a. Parking fines
    - b. Unpaid tuition balances
    - c. Unpaid returned checks and charges
    - d. Uniform fees
    - e. Library fines
    - f. SPD Credit Training reimbursements
  3. The following deductions (as approved by the College) are based on the employee's election:
    - a. Insurance Plans
    - b. Annuity Plans
    - c. Credit Unions
    - d. Employees Associations

- e. Charitable Donations
  - f. U.S. Savings Bonds
- E. Revisions to contract hours must be communicated to payroll in a timely manner to ensure proper payment of employees. If an employee is overpaid as a result of contract revisions, they will be billed for the difference or have the overpayment deducted from their next paycheck. Revisions for more money/hours will be added to the total contract amount and paid out in equal payments over the remainder of the contract.

Original on File      3/20/06  
Approved for Publication      Date

## PAYROLL INFORMATION ROUTING PROCEDURES AND RESPONSIBILITIES

### *Full Time Personnel*

<p><u>1. Supervisor/Dept. Head</u> Initiates and forwards Request to Fill Form (Attch. 2) to Institutional Officer/VP Admin. Services/President for signature; completed form forwarded to Human Resources</p>	<p><u>2. Supervisor/Dept. Head</u> Initiates and forwards Personnel Action Form (Attch. 3) to Institutional Officer/VP Admin. Services/President for signature; completed form sent to Human Resources</p>	<p><u>3. Supervisor/Dept. Head</u> Sends written offer of employment; acceptance of offer document forwarded to Human Resources</p>
<p><u>4. HR/Payroll</u> Initiates Salary Action Form (Attch. 4) and forwards to Supervisor/Dept. Head/Institutional Officer/VP Admin. Services /President for signature; files completed form</p>	<p><u>5. HR/Payroll</u> Individual completes employment/payroll forms</p>	<p><u>6. HR/Payroll</u> Files copy of required forms and processes payroll</p>

### *Part-Time Personnel*

<p><u>1. Supervisor/Dept. Head</u> Completes Request to Fill Form and forwards to Assoc.VP/VP/VP Admin. Services/President for signing; form forwarded to Human Resources</p>	<p><u>2. Supervisor/ Dept. Head</u> Initiates contract, sends to Institutional Officer for signing; if candidate is employed by another state agency, must have approved Dual Employment Form (Attch. 5) completed; starts individual completing employment/payroll forms</p>	<p><u>3. Institutional Officer</u> Signs contract and forwards to VP Admin. Services</p>
<p><u>4. VP Admin Services</u> Signs contract and forwards to Human Resources</p>	<p><u>5. HR/Payroll</u> Individual completes employment/payroll forms</p>	<p><u>6. HR/Payroll</u> Files copy of required forms and processes payroll</p>

PIEDMONT TECHNICAL COLLEGE  
Request To Fill Position

To: *President*  
Thru: *Human Resource Management Office*  
Subject: *Request Approval To Fill The Below Described Position*

Position Title: \_\_\_\_\_ *FT* \_\_\_ *PT* \_\_\_ *TMP* \_\_\_ *PERM* \_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Replacement For: \_\_\_\_\_ Class Code: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Justification: \_\_\_\_\_

Minimum Education & Experience Requirements (See Classification Code)

Assignment Specifications (Mandatory): *Proposed*  
Hrs./Week \_\_\_\_\_ Pay Rate \_\_\_\_\_ Duration \_\_\_\_\_

Proposed Announcement/Advertisement Attached: *Yes* \_\_\_\_\_ *No* \_\_\_\_\_

Newspapers To Run Ad In: \_\_\_ *Index Journal* \_\_\_ *Greenville News* \_\_\_ *The State* \_\_\_ *Other*  
(Routine Advertisements In All Of the Above)

Banner Account Number To Be Charged: \_\_\_\_\_ (Must Be Filled In)

Application Deadline: \_\_\_\_\_

Source of Funding: \_\_\_\_\_ *State* \_\_\_\_\_ *Federal* \_\_\_\_\_ *Restricted* \_\_\_\_\_ *other*

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Department Head Concurrence: \_\_\_\_\_ (Signature/Date)

Associate Vice-President Concurrence: \_\_\_\_\_ (Signature/Date)

Vice-President Concurrence: \_\_\_\_\_ (Signature/Date)

Comments: \_\_\_\_\_

Chief Business Officer/Budget Concurrence: \_\_\_\_\_ (Signature/Date)

Comments: \_\_\_\_\_

President Concurrence: \_\_\_\_\_ (Signature/Date)

**PIEDMONT TECHNICAL COLLEGE  
PERSONNEL ACTION REQUEST FORM**

**(NOTE: ALL PROPOSED ACTIONS ARE TO BE APPROVED BEFORE BEING DISCUSSED WITH EMPLOYEE)**

Proposed Action: \_\_\_\_ *New Hire* \_\_\_\_ *Reclassification* \_\_\_\_ *Additional Duties* \_\_\_\_ *Promotion*  
\_\_\_\_ *Retention* \_\_\_\_ *Additional Skills* \_\_\_\_ *Other (describe)* \_\_\_\_\_

Employee Name: \_\_\_\_\_ Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Effective Date: \_\_\_\_\_ Is Money In Current Budget? \_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**TO: DEPARTMENT HEAD / DEAN / OTHER**  
**(NOTE: ALL PROPOSED ACTIONS ARE TO BE APPROVED BEFORE BEING DISCUSSED WITH EMPLOYEE)**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head / Dean / Other Signature \_\_\_\_\_ Date \_\_\_\_\_

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**TO: VICE PRESIDENT: [ ] CONCURRENCE [ ] NON CONCURRENCE**  
**(NOTE: ALL PROPOSED ACTIONS ARE TO BE APPROVED BEFORE BEING DISCUSSED WITH EMPLOYEE)**

Comments \_\_\_\_\_  
\_\_\_\_\_

Vice President's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO: VP ADMINISTRATIVE SERVICES**     **CONCURRENCE**     **NON CONCURRENCE**

*Comments:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**TO: PRESIDENT** (If supported by VP):

*Comments:* \_\_\_\_\_

*President's Initial Concurrence to Process:*        \_\_\_\_\_ *Yes*        \_\_\_\_\_ *No*

*Signature: President* \_\_\_\_\_ *Date:* \_\_\_\_\_

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*TO HUMAN RESOURCES: DATE RECEIVED:* \_\_\_\_\_ *CLASS:* \_\_\_\_\_

**AVERAGE SALARY FOR PTC:** \_\_\_\_\_ **SBTCE:** \_\_\_\_\_

*DOCUMENTS ATTACHED:* \_\_\_\_\_ *JUSTIFICATION* \_\_\_\_\_ *PD* \_\_\_\_\_ *OTHER*

*TO: PRESIDENT*         *APPROVED*         *DISAPPROVED*

*SIGNATURE* \_\_\_\_\_ *DATE* \_\_\_\_\_

**ADDITIONAL REMARKS:**

**PIEDMONT TECHNICAL COLLEGE  
JUSTIFICATION/DOCUMENTATION FOR SALARY ACTIONS**

**SECTION I: SALARY ACTIONS (Check One)**

*New Hire* \_\_\_\_\_ *Additional Job Duties and/or Responsibilities* \_\_\_\_\_ *Additional Skills/Knowledge* \_\_\_\_\_  
*Hire Above the Minimum* \_\_\_\_\_ *Promotion* \_\_\_\_\_ *Reclassification* \_\_\_\_\_ *Retention* \_\_\_\_\_  
*Special Salary Adjustment* \_\_\_\_\_ *Temporary Salary Adjustment* \_\_\_\_\_ *Transfer* \_\_\_\_\_  
*LWOP* \_\_\_\_\_ *Other* \_\_\_\_\_ *Lateral Reassignment* \_\_\_\_\_

**SECTION II: GENERAL DATA**

*Name* \_\_\_\_\_ *SSN:* \_\_\_\_\_ *Dept./Div.* \_\_\_\_\_ *SHAC Dept.* \_\_\_\_\_ *Census Code* \_\_\_\_\_  
*Class Title:* \_\_\_\_\_ *Class Code/Slot/Position #* \_\_\_\_\_ *Band:* \_\_\_\_\_ *FLSA* \_\_\_\_\_  
*Reviewer:* \_\_\_\_\_ *Class Code/Slot* \_\_\_\_\_ *Supervises* \_\_\_\_\_ *Hrs. Worked* \_\_\_\_\_ *EEO Occup.* \_\_\_\_\_ *Group* \_\_\_\_\_  
*Range: Minimum \$* \_\_\_\_\_ *Midpoint \$* \_\_\_\_\_ *Maximum \$* \_\_\_\_\_  
*Current Salary \$* \_\_\_\_\_ *Requested Salary \$* \_\_\_\_\_ *% Above Minimum* \_\_\_\_\_ *% Above Current Salary* \_\_\_\_\_  
*Agency Hire Date* \_\_\_\_\_ *State Service Date* \_\_\_\_\_ *Review Date* \_\_\_\_\_  
*% State* \_\_\_\_\_ *% Federal* \_\_\_\_\_ *% Other* \_\_\_\_\_ *Cost Center* \_\_\_\_\_  
*Attachments: Application/Resume* \_\_\_\_\_ *PD/Addendum* \_\_\_\_\_ *Job Offer (If Available)* \_\_\_\_\_  
*Justification (must include signature of requesting official)* \_\_\_\_\_ *Other* \_\_\_\_\_

**SECTION III: REVIEW/APPROVAL**

*I certify that funds are available to provide for the annualized cost for this action.*

<i>Supervisor</i>	<i>Date</i>	<i>Department Head/Director</i>	<i>Date</i>
<i>Concur [ ]</i>	<i>Non-Concur [ ]</i>	<i>Institutional Officer (If Applicable)</i>	<i>Date</i>
<i>Concur [ ]</i>	<i>Non-Concur [ ]</i>	<i>Chief Business Officer</i>	<i>Date</i>

**HUMAN RESOURCE OFFICE USE ONLY**

*Average For SBTCE Class Code: TECH COLLEGE:* \$ \_\_\_\_\_ *SBTCE:* \$ \_\_\_\_\_  
 **RECOMMEND APPROVAL @ \$** \_\_\_\_\_  **RECOMMEND DISAPPROVAL**

**COMMENTS:** \_\_\_\_\_

**HUMAN RESOURCES** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVED @ \$** \_\_\_\_\_  **DISAPPROVED** **EFFECTIVE DATE** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



OVERLOAD

**PIEDMONT TECHNICAL COLLEGE  
DUAL EMPLOYMENT REQUEST FORM**

DUAL

**SECTION I: REQUESTING (SECONDARY) AGENCY**

AGENCY NAME: \_\_\_\_\_ SECTION/DEPT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ FLSA: \_\_\_\_\_

DESCRIPTION OF SERVICES TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DURATION OF SERVICES AND PROPOSED COMPENSATION**

DATES: \_\_\_\_\_ TIME: \_\_\_\_\_  
FROM: \_\_\_\_\_ FROM: \_\_\_\_\_ HRLY RATE: \$ \_\_\_\_\_ GROSS SAL: \$ \_\_\_\_\_  
Month Day Year

TO: \_\_\_\_\_ TO: \_\_\_\_\_ TOTAL HRS: \$ \_\_\_\_\_  
Month Day Year

\* \_\_\_\_\_ \* \_\_\_\_\_  
Employee Date Supervisor Date

Concur [ ] Non Concur [ ] \_\_\_\_\_  
Dean/Division Chair Date

Concur [ ] Non Concur [ ] \_\_\_\_\_  
Assoc. VP/VP Date

Concur [ ] Non Concur [ ] \_\_\_\_\_  
Executive Vice President Date

NORMAL WORK HOURS: FROM \_\_\_\_\_ A.M./P.M. TO: \_\_\_\_\_ A.M./P.M.

\* \_\_\_\_\_ Date  
Employee Supervisor Signature (Home Division)

**SECTION II: EMPLOYING (HOME) AGENCY**

AGENCY NAME: \_\_\_\_\_ SECTION/DEPT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_  
(P.O./Street) City State Zip Area Code

CLASS CODE: \_\_\_\_\_ SLOT: \_\_\_\_\_ FLSA: \_\_\_\_\_ CURRENT ANNUAL SALARY \$ \_\_\_\_\_

IS THE REQUESTING AGENCY AUTHORIZED TO PAY THE EMPLOYEE TRAVEL AND SUBSISTENCE? [ ] YES [ ] NO

IF NECESSARY, HAVE ARRANGEMENTS BEEN MADE FOR THE EMPLOYEE TO TAKE ANNUAL LEAVE OR LEAVE WITH-  
OUT PAY TO RENDER THE SERVICE DESCRIBED? [ ] YES [ ] NO [ ] N/A

\_\_\_\_\_  
Employing (Home) Agency (If PTC - Human Resources Manager) Date

**\*Secondary "Dual Employment" compensation shall not exceed 30% of employee's annualized salary.**