

SALARY PAYMENTS AND DEDUCTIONS

Employees are paid through direct deposit by the last working day of the month. For everyone to be paid accurately, all information regarding a person's pay must be in the Office of Human Resources on the seventh working day prior to the last working day of the month.

Faculty and other professional personnel on a less than twelve month contract will be paid monthly on the pro-rated basis of 1/12 of the contract amount in accordance with the provisions of the individual contract.

Full-time employees teaching Business and Continuing Education courses will be paid at the end of the month.

All employees who work half-time or more will be subject to the statutory deduction for the appropriate retirement program made from gross earnings. (See policies for the ORP and TRS retirement plans). All salaries and wages will be subject to the Federal Withholding Tax provisions, and such tax will be withheld on the basis of information furnished by the employee on the W-4 form. Salaries and wages of all employees are subject to the required deductions for Social Security and Medicare taxes.

Other payroll deductions generally will be for medical insurance for dependents, annuity program, disability insurance, financial institutions, etc., which the employee has authorized to be deducted.