

 Wharton County Junior College		ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Payroll and Salary Deductions		Section C: Business and Support Services	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY			
Policy Title: Payroll Procedures – Salary Deductions		Policy: CDDA (Legal), CDDA (Local)	
Subtitle: Payroll and Salary Deductions		Date Adopted: 8-01-20	

Purpose

This procedure sets forth the Payroll procedures and salary deductions for employees.

Procedure

A. Accounting: Payroll Procedures

1. Full-time faculty, administrative staff, and support staff are paid on a 12-month pay schedule. The payroll will be distributed on the last college workday of the month.
2. Full-time support staff who work as custodians and maintenance employees are paid on a biweekly pay schedule. If the pay day falls on a College holiday or weekend, the pay date will be the College business day prior to the holiday or weekend.
3. Part-time employees are paid on the 15th of the month. If the 15th falls on a College holiday or weekend, the pay date will be the College business day prior to the holiday or weekend.
4. Adjunct instructors are paid monthly. The fall semester's compensation is paid on the last college workday during the months of September through December and the spring semester's pay is the last college workday of the months of February through May.
5. Full-time employees have the option to receive their pay by payroll check or by direct deposit.

6. As of September 1, 2006, faculty who are paid over nine pay periods may continue to be paid on a nine-month schedule. All other full-time faculty will be paid over 12 pay periods. For those faculty on a nine-month pay schedule, the premiums due for benefits for the months of June, July, and August will be deducted from the May paycheck.

B. Payroll Procedures: Salary Deductions

1. Optional Retirement Program

Eligible employees may select optional retirement plans during the first ninety days of employment. After that time the option is no longer available. The decision to enter an optional retirement is irrevocable.

Date Prepared: 08/14/20 RYB

Revised Date: