

# Wage & Salary Administration

## Pay Procedures

All employees are paid biweekly throughout the year, with the exception of adjunct faculty (see below). The Payroll Office publishes a schedule of paydays at the end of June for the following fiscal year beginning July 1.

## Adjunct Faculty Pay Procedures

### **Credit Courses:**

Contracts are generated from information entered into Banner by the Division. In rare situations, Divisions may request a manual contract by completion of a Personnel Worksheet (PW). Adjunct faculty are paid in the following ways:

- **Fall and Spring Semesters**  
There are eight (8) equal payments per semester.
- **Summer Session**  
There are four (4) equal payments per regular session. Special session may vary depending upon length of session.

### **Non-Credit Courses**

The standard payment schedule for non-credit lecturers is keyed to the number of weeks the course will be taught.

- Instructors teaching courses scheduled to run less than 4 weeks are paid one payment upon completion, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run from 4 weeks to 8 weeks are paid one payment at mid term and one upon completion, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run more than 8 weeks but less than 12 weeks are paid three payments, in accordance with the payroll schedule.
- Instructors teaching courses scheduled to run 12 weeks or more are paid bi-weekly in accordance with the payroll schedule.

## Designation of Check Distribution

Employees in "Standard Distribution" classifications (see below) must designate in writing the method of check distribution which they wish to follow. The designated method of distribution will be followed unless a written request to change is received by the Payroll Office at least three (3) days prior to payday.

## Direct Deposit of Payroll Checks (*Electronic Transfer of Funds*)

Employees are strongly encouraged to use the state's direct deposit services. Funds are transmitted electronically to the employee's bank and are available at 9:00 am on Thursday, the last day of the pay period. The processing time required to implement direct deposit of payroll checks is approximately four (4) weeks. See the Payroll Department for the necessary forms and instructions.

**Note: Once the initial direct deposit has occurred, it is the employee's responsibility to notify the Payroll Department of any changes. Earning Statements will be distributed in the manner specified below for biweekly paychecks.**

## Distribution of Biweekly Paychecks

### **Standard Distribution:**

- All Full-time Staff
- Full-time Faculty When Classes In Session
- Part-time Classified Staff

Biweekly paychecks will be distributed by one of the following means:

Picked up at the Payroll Office (Kinney Hall, Room K-707) **after 3:00 pm** on final Thursday of the pay period.

- Delivered directly to a designated division/departmental office by request.
- Mailed directly to the individual, provided the individual furnishes the Payroll Office with the appropriate number of self-addressed stamped envelopes.

Once established, a mode of distribution may only be changed by providing the Payroll Department with a signed and dated written request sufficiently in advance of the distribution date.

### **Non-Standard Distribution:**

- Part-time Lecturers (Credit and Non-credit)
- Part-time Educational Assistants
- Full-time Faculty (Summer or Semester Break)

Checks will be mailed to the employee's home address and postage for mailing checks will be paid by the College.

### **Early Distribution of Payroll Checks**

*(Excerpted from Memorandum No. 89-15, Office of the Comptroller, April 24, 1989)*

Payroll checks prepared for our regular payrolls are dated on a Friday, except when that Friday is a holiday. In no case should an employee be able to present his/her paycheck (dated Friday) for cashing before 3:00 pm of the preceding Thursday. Similarly, when Friday is a holiday, checks dated on Thursday must not be available for cashing before 3:00 pm of the preceding Wednesday. The Office of the Comptroller releases payroll checks to agencies a day or so early only for the convenience of the agency. This permits comparison of such checks with agency payroll records and allows time to sort checks for distribution to employees. However, the agency must take whatever measures are necessary to ensure that distribution does not enable employees to cash or deposit such checks at a bank or credit union prior to 3:00 pm of the day preceding the date of issuance; i.e., except in cases of extreme emergency, checks are not to be distributed to employees before 3:00 pm!

**Note:** Therefore, in compliance with the above State Comptroller's directive, checks will not be distributed to NVCC faculty, staff, or work study students before 3:00 pm on the final Thursday of the pay period, except in cases of extreme emergency. Any request of "extreme emergency release" must be submitted in writing to the Human Resources Department, Kinney Hall, K-704, for approval prior to payday. Under no condition may checks be cashed or deposited before 3:00 pm on the final Thursday of the pay period. If a state holiday falls on the final Thursday of the pay period, checks will be available on the final Wednesday of the pay period after 3:00 pm.

### **Payroll Deductions**

The College makes both mandatory and voluntary salary deductions from each employee's gross pay. All deductions are detailed on the biweekly earnings statement that accompanies each check. The statement shows current deductions and year-to-date information. **Note:** Changes in marital status, number of dependents, etc., will often affect payroll deductions, insurance coverage, and the status of other College benefits. The Payroll Office must be notified immediately of any such changes, including a change in address.