



## **NO. 3001      PAYROLL**

### **A.      Professional Employees:**

1.      A Personnel Action Form must be filed with the Office of Human Resources as soon as an individual is employed. The Personnel Action Form, Loyalty Oath, W-4 form, insurance forms, teacher's retirement, and other necessary forms and information must be received in the Finance Office, according to the early payroll schedule, in order for a paycheck to be processed by the end of the month. Anyone employed after the monthly payroll cut-off date will not receive a check until the end of the next monthly pay period.
2.      A contract must be signed and on file in the Office of Human Resources before a paycheck can be released.

### **B.      Adjunct Employees:**

1.      An Appointment Contract, Loyalty Oath, teacher's retirement form, and W-4 form must be filed with the Office of Human Resources as soon as an adjunct employee is hired. All necessary forms and contracts must be on file before the appointment can be entered in the system for payment.

### **C.      Full-time Classified Employees:**

1.      A Personnel Action Form must be filed with the Office of Human Resources as soon as an individual is employed. The Personnel Action Form, Loyalty Oath, W-4 form, insurance, and other necessary forms must be completed and received in the Finance Office by the payroll cut-off date in order for a paycheck to be processed by the end of the month.
2.      All full-time classified employees will be issued a check at the end of each month, based upon a monthly rate.
3.      Monthly time sheets must be prepared indicating regular hours worked, overtime hours worked, vacation leave, holiday leave, personal leave, sick leave, and leave without pay. Overtime is considered any time worked in one (1) week in excess of forty (40) hours.
4.      The payroll check will be released between 9 a.m. and 5 p.m. the last working day of the month upon presentation of the completed and appropriately signed time sheet for that pay period and following the procedure described in Section E.
5.      Any pay adjustments to "monthly pay" for full-time classified employees will be made in the current pay period if adjustments are received before the payroll cut-off date. Otherwise, adjustments will be made in the following month's pay period.
6.      Authorized overtime will be paid on a separate payroll. The paycheck for overtime will be available in the Finance Office on the 10th day of the month following the month in which the overtime was reported. If the 10th falls on a weekend or holiday, the check will be available on the next working day.

7. The pay period for full-time classified employees will be from the first day of the month through the last day of the month.
- D. Part-time Classified Employees:
1. A Personnel Action Form, Loyalty Oath, and W-4 form must be filed with the Office of Human Resources as soon as an individual is employed.
  2. All part-time classified employees will be paid once a month on an hourly basis.
  3. Monthly time sheets for part-time classified and College work-study employees must be prepared and turned in to the Finance Office by 5 p.m. on the date determined by the payroll schedule which is indicated on the time sheets. For exact date, please see the yearly payroll schedule. Time sheets received after the indicated date cannot be placed on the payroll until the next pay period. Therefore, it is important that time sheets are in on time so that employees do not have to wait an entire month before being paid.
  4. Paychecks for part-time classified employees and work-study students will be available in the Finance Office on the last working day of the month between 9 a.m. and 5 p.m. following the procedure in Section E.
  5. The supervisor's signature on a time sheet is final approval of the hours claimed.
- E. Concerning Check Release:
1. Paychecks must be picked up in the Finance Office and will be available on the last working day of the month after 9 a.m. It will be necessary for each individual to sign for his/her paycheck each month. Individuals will be required to show proof of College identification or some form of identification prior to receiving paycheck. If it is not feasible to obtain a paycheck in person, written authorization must be presented before the check can be released to any other person. The Finance Office will make bank deposits only for employees who will be out of town, and then only if an employee provides a stamped, addressed envelope; a bank deposit slip; and written authorization to deposit the check in his/her account.
- F. Payroll Changes:
1. It will be the employee's responsibility to notify the Office of Human Resources immediately of any changes which affect payroll; for example, address, marital status, drop/add in dependent coverage, and name.
  2. It will be the supervisor's responsibility to notify the Office of Human Resources by a Personnel Action Form of changes such as new employees, termination, transfers, classifications, rate changes, and hours.
- G. Electronic Deposit:
1. Electronic deposit of paychecks is available. Persons interested in this service should contact the Payroll Department in the Finance Office.
- H. Payroll Deductions:
- The College finance officer will process the payroll deductions shown below:
1. Mandatory deductions:
    - Social Security
    - State Income Tax
    - Federal Withholding Tax.
    - \*Oklahoma Teacher's Retirement System
  2. Optional deductions:

Dependents' coverage under group insurance or health care programs  
United States Savings Bonds  
Annuities  
United Way Contributions  
Other approved deductions,  
Employee requested credit unions approved for payroll deduction by the State of  
Oklahoma  
Other deductions required by law  
Additional federal and state tax

\*Mandatory for professional employees on contract, full-time faculty, and adjunct instructors who are members through other employment.

Effective Date: 12-20-94