

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Payroll

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The College has developed certain procedures for reporting time worked and for receiving pay. These are outlined below:

Time Report Forms

Employees must record time worked and use of leave and compensatory time on a Time Report Form for approval by his/her supervisor. Failure to submit a proper Time Report Form when due may result in disciplinary action, and may delay receiving pay. Any failure to accurately record work time, or any falsification of a Time Report Form is grounds for immediate dismissal.

Absence or Lateness

Working hours are set by the College. It is important that an employee be at work on time according to those hours. Tardiness or absence affects co-workers and College services. The immediate supervisor must be notified if an employee is to be late or absent from work. A faculty member who must be late or absent should contact the Provost or designee as soon as possible before a scheduled class so that a substitute can be found. Failure to inform a supervisor may result in denial of leave-pay benefits, and may also result in disciplinary action.

Payroll Procedure

Payroll policies and procedures at the College may vary depending on employment group and type and may be amended by state guidelines. Information regarding pay periods, frequency of, and alternatives may be obtained from the benefits supervisor or the Vice President of Finance and Administration.

Payroll Deductions

Certain payroll withholding is required by law and some may be authorized by the employee. The law requires the College to withhold any income taxes, and, in certain circumstances, Social Security. Also under certain circumstances, the College will withhold amounts due to legal garnishment, wage assignments, or qualified domestic relations orders. If eligible, an employee may authorize certain and limited payroll deductions. Some of these deductions may be made on a pre-tax basis. Information regarding these deductions are available from the benefits supervisor.

AUTHENTICATION (Signature):

COPP

President

11/19/94
(Date)

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