

## College Operating Procedures (COP)



**Procedure Title:** Payment Schedule and Garnishments

**Procedure Number:** 05-0403

**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:5.02

Florida Statute 1012.855-875

Florida Administrative Code n/a

**Procedure Actions:** Adopted: 11/21/96; 7/1/00; 11/3/04;12/2/08; 02/16/10; 11/1/10

**Purpose Statement:** To provide information to College employees regarding the pay schedule.

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### **Guidelines:**

All College employees will be paid on the 15th and the last day of each month. When the 15th or the last day of the month falls on a weekend or College-recognized non-duty day, employees will be paid on the last week day the College is open prior to the normal pay date.

Florida SouthWestern State College conforms to applicable Federal and State laws and regulations relating to garnishments. A garnishment is a court order to an employer to withhold a sum of money from an employee's wages or salary.

- A. **Executive/Administrative/Career Service Employees** will be paid 1/24th of their salary on the 15th and the last day of each month.
- B. **Part-time and Non-Exempt (Hourly) Employees** will be paid for hours worked and submitted on their time and attendance report. Regular part-time staff members will receive their regular base rate of pay for their normally scheduled hours when the College is closed for a paid holiday. The supervisor must include the hours on the time card.
- C. **Faculty** will be paid 1/24th of their contract salary on the 15th and last day of each month beginning with the second pay period in August of each year. Faculty will have the option of receiving their last (six) 6 paychecks on the last payday in May or continue to receive them twice each month through the first pay period in August. Faculty on direct deposit will have the unpaid balance of their contract salary deposited on the last payday in May.
- D. **Adjunct Professors** will be paid on the 15th and last day of each month during the period of their contract. Contracts received by Human Resources after the payroll deadline, will be processed during the next payroll cycle.

- E. **Continuing Education (CE) Instructors** will be paid on the 15th and last day of each month.

**Procedures:**

- A. Pay adjustments for full-time employees, such as vacation, sick and personal time off, will be made one pay period in arrears. For example, if an employee takes a personal day on the 3rd of the month, the leave balance will be reflected in the paycheck distributed on the last day of the month.
- B. For part-time and non-exempt employees, time and attendance reports must be submitted to payroll at least five (5) business days prior to the pay date. Pay period one (1) will encompass workdays from the 26th of the month through the 9th of the following month with the pay date being the 15th of each month. Pay period two (2) will encompass workdays from the 10th through the 25th of the month with the pay date being the last day of the month.
- C. The pay period salary for adjunct professors will be calculated as the total contract salary divided by the number of pay periods in the contract period.
- D. The salary amount paid to Continuing Education Instructors will be calculated based upon hours worked and approved on the Continuing Education Payroll Authorization form submitted to Payroll. The Continuing Education Division will determine the frequency of submission of Continuing Education Payroll Authorization forms to Payroll.

Final salary payment will not be direct deposited and will be made when terminating employment immediately following certification by the supervisor and the Business Office that all the employee's obligations to the College have been completed or resolved. Certification will take place as soon as possible following the employee's last duty day.

Employees who have questions about their pay or pay issues should contact the Payroll Office at 239-489-9342 or the Human Resources Office at 239-489-9293.