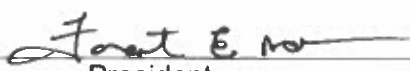


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	PAYROLL DISTRIBUTION	Procedure Number:	6-2-101.1
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-2-101		

Approved:

  
President

  
Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 07/11/2022

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

**I. Payroll Date**

- A. Payroll will be distributed on the last work day of each month. Should the last work day of the month fall on a holiday, payroll will be distributed on the work day prior to the holiday.
- B. The Payroll Administrator shall annually publish the payroll dates for the fiscal year.
- C. Payroll distribution will not be released prior to the scheduled payroll dates.

**II. Distribution of Payroll**

- A. Aiken Technical College payroll is disbursed via direct deposit as allowed by the S.C. Code of Laws Section 41-10-41 (B). Direct deposits are transmitted to financial institutions at least three days in advance to be available on payday. Each financial institution determines when these funds will be made available to the individual. Earning Statements are available for viewing online on the day payroll is dispersed.

### III. Employee Deductions

1. According to state and/or federal laws, the following withholdings can be made from employee's paychecks:
  - a. Income Tax-state and federal
  - b. Social Security-Federal Insurance Contribution Act (FICA) (with the exception of College Work Study (CWS))
  - c. Retirement- Current members (those that have funds on deposit and have not withdrawn contributions)
  - d. Federal and/or state liens and Clerk of Court notices to withhold
2. Any indebtedness to the College

### IV. Voluntary Deductions

Voluntary payroll deductions are initiated by the employee and, depending on the payroll deduction, are subject to the following procedures.

#### A. State of South Carolina Benefits

These benefits, and corresponding enrollment periods and regulations, are determined by the State of South Carolina.

#### B. Aiken Technical College Foundation

Payroll deductions in support of the Aiken Technical College Foundation will be made per the established procedures announced by the Foundation and/or College.

#### C. United Way

Payroll deductions in support of the United Way will be made per the established procedures announced by the College during the United Way campaign.

- D. Benefit payroll deductions or changes in benefit payroll deductions must be authorized in writing by the employee on the appropriate authorization form. The benefit deduction authorization form must be received by the Human Resources Office within the prescribed enrollment period.

- E. Changes to tax deductions may be made at any time, to be effective in the next applicable pay period, by completing and submitting a W-4 form electronically.
- F. The College will not schedule meetings or appointments for presentations by credit unions, tax-sheltered annuity companies, or cancer insurance companies outside of the defined benefit enrollment periods.