

**AIKEN TECHNICAL COLLEGE  
POLICY**

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| Policy<br>Title: <b>PAYROLL DISTRIBUTION</b>                     | Policy<br>Number: <b>6-2-101</b> |
| Institutional<br>Authority: <b>Chief Human Resources Officer</b> |                                  |
| Associated<br>SBTCE Policy:                                      |                                  |
| Associated<br>ATC Procedure: <b>6-2-101.1</b>                    |                                  |

Approved:

  
President

  
Commission Chairperson

Date

Adopted:   **07/01/2004**

Date

Revised:   **08/08/2022**

**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.**

Aiken Technical College will produce a monthly payroll in accordance with State Board for Technical and Comprehensive Education policies and procedures, the South Carolina State Human Resources regulations, and Aiken Technical College procedure 6-2-101.1.

Payroll deductions will be made by Aiken Technical College as mandated by local, state, and federal statutes. Voluntary deductions may be authorized by the employee, providing that the deduction is allowable by the State Board for Technical and Comprehensive Education following Aiken Technical College procedure 6-2-101.1.