

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 5-1-501.26

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PROCEDURE TITLE: PAYROLL CHECK DISTRIBUTION

BASED ON POLICY:

REVISION NUMBER: 1

**OFFICE OF
RESPONSIBILITY:** ADMINISTRATIVE SERVICES



PRESIDENT

November 30, 2012
DATE

PURPOSE

The purpose of this procedure is to outline the process and schedule for payroll check distribution.

PROCEDURE

1. PAY DAYS AND PAY PERIODS

Payroll checks are mailed by the Business Office using a schedule that normally allows paycheck to arrive at the employee's address of record on the fifteenth and the last day of the month. TCL follows state guidelines concerning check distribution dates that fall on a Saturday, Sunday, or a Monday holiday, e.g., with the issue date being the preceding Friday. Direct deposit statements are not mailed, but are available to view and print via WebAdvisor on the payroll date. An annual payroll schedule is published by the college that includes all distribution dates.

2. DIRECT DEPOSITS

A system of direct deposit for paychecks is available and strongly encouraged for all permanent employees. Forms to request direct deposit are available in the Human Resources Office.

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3. PAYCHECKS NOT RECEIVED

A request to replace a lost paycheck cannot be made prior to three (3) working days from the original pay date. The employee should contact the Payroll/Human Resources Office to initiate proceedings to have a check re-issued.