



## College of The Albemarle Procedure

Procedure Number: 3.1.3.5

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**Title: Pay Periods and Compensation**

**Related Policy: Policy 3.1.3 Employment Classifications and Working Hours**

**Division of Responsibility: Human Resources, Business and Administrative Services**

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1. As a condition of employment, all employees of College of The Albemarle are required to use direct deposit to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee may select the financial institutions(s) of his/her choice to accommodate the receipt of direct deposit payments. All employees will be provided with an electronic payroll advice. All employees are responsible for reviewing their payroll advice on a monthly basis.
2. Full-time employees will receive monthly direct deposits on pay dates established by North Carolina Office of The State Controller.
3. Full-time employees, with other than a twelve-month contract, are required to have their pay distributed equally over twelve months.
4. Part-time employees and adjunct faculty will receive their monthly direct deposit of payroll on the same schedule as full-time employees. Part-time employees are paid a month after they perform work.
5. Part-time instructors in the Extension, Literacy, Human Resources Development, and Vocational Education and Workforce Investment Act programs will be paid according to the end date of the class. If the class ends before the 15<sup>th</sup> of the month they will be paid at the end of the current month. If the class ends after the 15<sup>th</sup> of the month they will be paid the following month. In some instances, it may be desirable to pay these instructors monthly. In such cases, advance arrangements are to be made with the respective dean.
  - a. In order for part-time instructors to be paid on the last working day, contracts and withholding forms should be in the HR/Payroll Department by the fifteenth of the month. And the class must start on or before the 15<sup>th</sup>.
  - b. Changes in requests must be made by the fifteenth of the month in which payment is expected. If changes are received after this date, they will be processed in the following month's payroll.
6. College work-study participants will be paid via direct deposit a month after they perform work.
7. Payments for partial months-when an employee's beginning date of employment or ending date of employment is other than the first or last day of the month the following rules shall apply for determining compensation:
  - a. A determination as to the hourly rate will be computed if not known. For full-time employees, the individual's salary and the number of hours in a year shall be used to compute the individual's hourly rate. The obtained hourly rate will then be multiplied by the number of hours in pay status (either working or on paid leave)



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- b. Pay is not received for a holiday that occurs before the beginning date of employment or after the last day of work when an employee separates or goes on extended (over half the workdays in a month) leave without pay. The last day of work is the last day in a pay status whether physically working or on paid leave.
8. Full-time staff employees joining the college before the 15<sup>th</sup> of the month will be paid that month. Employees joining on the 15<sup>th</sup> or later will not be paid until the end of the next month.
9. Employees are required to complete all records and return all College-owned property before leaving the employment of the College. In the event that the employee does not fully comply with this requirement and restitution has not been made, the College may use any and all legal means to recover the cost of such items.
10. No money shall be withheld from a final payment to a separated employee except as allowed by federal and state law. An employee shall be notified in advance in writing of any deductions to be made from the final payment of salary pursuant to this procedure. This notice shall specify what amounts are being deducted and the reason(s) for the deductions.  
For employees who are non-exempt under the Fair Labor Standards Act, withholdings may be made to:
  - a. recover the cost of College property, equipment, uniforms, tools or other items owned by the College and not returned; and
  - b. for overdrawn vacation or sick leave or other financial obligation to the College arising out of the employment relationship outstanding at the time of the employee's separation.

Withholding from the final paycheck may not reduce the pay for that pay period to a rate that is below the minimum wage.

For employees who are exempt under the Fair Labor Standards Act, withholdings may only be made as permitted pursuant to the U.S. Department of Labor regulations (see 29 C.F.R. 541.602). Withholding may not be made for lost or damaged College property or equipment.

11. Upon official notice of separation of full-time employment from the College, final payment will be paid by direct deposit unless the employee has requested in writing issuance of a "live" check. The check must be mailed using a system that allows its tracking.

Legal Reference: NCCC Accounting Procedures Manual, Internal Revenue Code (IRC) 409(A), IRS Notice 2008-62. G.S 95-25.7

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