



## **Payroll Policy**

### **Pay Dates**

All employees will be paid on a biweekly basis, every other Friday.

### **Payments Outside of the Pay Date Cycle**

Payments will only be made outside of the Pay Date Cycle if:

- Human Resources fail to enter the employee's new hire record into the system.
- A request is made by the Executive Office.
- Or an employee's direct deposit is returned.

### **Direct Deposit**

The University strongly recommends that each employee have your paycheck direct-deposited into an account at your financial institution or onto a pay card. However, if you choose not to establish direct deposit, your paycheck will be mailed on pay day after 3:00 pm. **You can not pick up the check from Payroll or the Finance Office.**

If your check is lost in the mail, a stop payment can be requested:

- After the check has been issued for 5 business days.
- The employee agrees to pay the \$15.00 stop payment fee.
- And, finally the employee has updated his/her address in the Registrar/Human Resources Office.

Once all three requirements have been met, a stop payment will be placed on the lost check and a new check will be issued and mailed.

### **Timekeeping System (Web Advisor)**

All employees are required to record time worked electronically on Web Advisor. This time must be recorded and approved by your supervisor, on Monday, of payroll week. Failure to record your time electronically may result in a delay of payment by 2 weeks.

In the event, an employee does not record his/her time by the deadline, the employee's immediate supervisor will need to:

- Have the employee complete a paper timesheet (A paper timesheet can be found on the Life's website under Community, Faculty & Staff Resources, Department of Finance, Attendance Verification Form).
- The employee and supervisor both sign the timesheet.
- The **supervisor** hand delivers the timesheet to the Finance Department.

### **Federal Work-Study**

For all of your Federal Work – Study questions, please contact Lucretia Allen in Human Resources at 770-426-2930 x2615 or lucretia.allen@life.edu.

### **Pay Advices**

Employees can obtain their Pay Advice/Stub on, or after pay day, by accessing the Employee Portal (Web Advisor).

### **Benefit Payments/ Overpayment**

While on FMLA (Family Medical Leave Act) or Leave of Absence, the University will pay the employee's portion of their benefit premium; however, the employee is required to send in the payments while on leave. If an employee fails to send in the payments, upon return to work, the employee must immediately satisfy the benefit premium debt. Any debt not satisfied within 30 days upon returning to work may result in the full payment being deduct from the employee's pay.

In the event an employee is overpaid, the employee is to return the over payment to the University immediately. However, if the employee is unaware that he/she has been overpaid, the employee will receive a billing statement from the Payroll Department, outlining the over payment and a request to return the money to the University. If an employee fails to respond to the notice, a second notice will be sent via email. If no response is received from the second notice, the employee's immediate supervisor will be contacted and the employee's supervisor will be asked to assist in recouping the over-payment.

### **BENEFITS**

Please contact Tammye Murray in Human Resources at 770-426-2930 or tammye.murray@life.edu.

## **Garnishments**

There are two types of garnishments: Federal and Non- Federal

**Non – Federal Garnishments** are hand delivered to the Payroll or Finance Department by the Sheriff's Office. Upon receiving the garnishment the employee is notified via email. (The employee has a right to request a copy of the garnishment.) Child support and bankruptcy garnishment amounts are determined by the court system and can not be modified or cancelled without a court approved notice with the court seal. Credit garnishments are 25% of the employee's disposable income for 6 months.

**Federal Garnishments** are received through the mail. They are issued by the IRS (Internal Revenue Service) or the Department of Education. Federal garnishments do not have an expiration date. They will continue until the debt has been paid in full.

Also to be noted, the IRS issues wage levies, which are different from a garnishment. The wage levy is made against your total wages and not a percentage. This levy can not be modified or cancelled without a release being received in the Payroll Department by the IRS.

## **Taxes**

All employees are required to pay FICA, Federal and State Taxes.

FICA (Social Security and Medicare) tax is a flat rate (currently 7.65% of your taxable wages). This amount can not be changed or exempted by an employee.

- Full time students working part time and Non-Resident Aliens (except for Non Resident Aliens from Canada or Mexico with a TN status – Trade NAFTA) are exempt from this tax.

All employees are required to complete a Federal W-4 and a Georgia Withholding Form to determine their income tax withholding requirement. Each employee has the right to change this form as often as he/she chooses. **Please be advised that the University is not responsible for employees that do not withhold enough income tax from their paycheck.**