



**Rowan College
of South Jersey**

Policy: 6009
Title: **PAYROLL**
Area: Finance
Approved: 07/01/19

It is the policy of the College that employees on the Gloucester campus will be paid on a bi-weekly pay period basis and employees on the Cumberland campus will be paid semi-monthly. Ten-month employees will have an option to be paid on a ten-month basis or over twelve months.

All payroll deductions must be signed by the employee authorizing such deductions prior to the commencement of the deductions. The only exceptions are state mandated retirement plan participation and court ordered garnishments completed without the employee's consent.

For all College employees, an official personnel file is established and maintained in Human Resources that includes payroll data such as Form W-4, Employee Federal Withholding Certificate, approved salaries and payroll account distribution.

Automatic deductions from an employee's paycheck and other related payroll functions are detailed in administrative procedures.

Guidelines for compensatory time for both exempt and non-exempt employees as well as overtime compensation can be found in administrative procedure *6009 Payroll*.

In the event of a conflict with a collective bargaining agreement, the agreement will govern.

References:

Rowan College of South Jersey Administrative Procedure, *6009 Payroll*