

## **Section 801.00**

### **Payroll**

Within excess of 3,500 checks issued monthly to faculty, staff and students and an annual payroll in excess of \$34 million, it is obvious that strict regulation of the payroll process must be accomplished if we are to process pay checks in a timely fashion with minimum errors.

This section covers basic payroll procedures, and employees should realize that certain inflexibility are inherent if we are to meet payroll deadlines, reporting deadlines and comply with myriad Federal, State and Board of Regents policies, while maintaining accurate records which are audited on an annual basis by the State of Georgia auditors.

- The Work Week
- Payroll Periods
- Salary Adjustments
- Salary Increases
- Payroll Deductions
- Salary Advances
- Garnishments of Wages
- Federal Tax Levy
- Vacation Checks
- Conformity With Federal Standards
- Use of the Time Clock eTime
- Use of Time Card eTime
- Final Checks
- Wage and Salary Administration



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- Withholding of Pay
- On-Call Pay/Call Back
- Shift Differential
- Holiday Pay
- Overtime and Compensatory Time