



TO: Temporary Employees  
FROM: Human Resources, (843) 349-5305 and Payroll, (843) 349-5204  
RE: Payroll Practices

Welcome to Horry Georgetown Technical College! We are pleased to have you as a temporary employee of the college.

This memo is to inform you about the payroll practices that will affect you as a temporary employee of HGTC. Temporary employees are paid in arrears. The payroll period is from the first through the last working day of each month and employees are paid on the 15<sup>th</sup> of the following month for all hours worked during the payroll period. Payroll checks are deposited in the employee's bank account (savings or checking) in the 15<sup>th</sup> of the month. Please see the direct deposit form following this memorandum. Forward the completed Direct Deposit form to the Human Resources Department with your completed Temporary Packet.

To comply with state, federal and local regulations, several items are required in your personnel file; therefore, it is imperative that you complete all necessary paperwork and return it to the Human Resources Department in a timely manner. **Any wages earned will not be paid until all required documentation has been submitted to Human Resources.** The payroll deadline is the 5<sup>th</sup> of each month. Any missing paperwork, timesheets, employment agreements, etc. not received by the 5<sup>th</sup> of the month, will be processed on the following months' payroll.

The College will only deduct normal withholding such as FICA, federal and state taxes. If you are currently a member of the South Carolina Retirement System (SCRS) / State ORP or PORS, **OR** have participated in the past and have not withdrawn your funds, the college must report this information to the SCRS and withhold contributions (8.66% effective July 1, 2016) based on your gross earnings. Likewise, if you are a SCRS Retiree, you are required by the SCRS to contribute to the South Carolina Retirement System at the aforementioned rate. If you are not a participant of the SCRS or State ORP, you may elect to join. Please read the instructions pertaining to the SCRS enclosed with your employment packet.

We hope you enjoy your employment with Horry-Georgetown Technical College. If you have payroll questions, contact Leslie Maszle at (843) 349-7857, or via email at [Leslie.Maszle@hgtc.edu](mailto:Leslie.Maszle@hgtc.edu).

## MEMORANDUM

TO: All Temporary Employees  
 FROM: Payroll Department  
 RE: Payroll Direct Deposit

Direct deposit offers many advantages: it eliminates time and cost involved in check depositing, it expedites the availability of your payroll funds, and eliminates the threat of lost or stolen payroll checks. Your payroll checks may be deposited to either your checking or savings account. Please complete the direct deposit form below and return, along with a voided check or account verification from your bank with account number and routing number. Please contact the Payroll Department at 843.349.7857 should you have any questions or concerns.

***\*\*PLEASE ATTACH A VOIDED CHECK TO THE FORM – NO DEPOSIT SLIPS\*\****

DIRECT DEPOSIT  
 HORRY-GEORGETOWN TECHNICAL COLLEGE  
 PO BOX 261966 • CONWAY, SC 29528-6066

<p><b>Check one of the following boxes:</b></p> <p>1. New Subscriber           <input type="checkbox"/> Checking Account           <input type="checkbox"/> Savings Account</p> <p>2. <input type="checkbox"/> Bank/Account Change</p> <p>3. <input type="checkbox"/> Termination</p> <p>4. <input type="checkbox"/> Refusal</p>	<p>_____ Name of Financial Institution</p> <p>_____ Branch Street Address</p> <p>_____ City State Zip</p> <p>_____ Transit/ABAH Account Number</p>
<p>_____ Employee's Name on Account</p>	<p>_____ Social Security Number</p>
<p>I hereby authorize the direct deposit of my net pay by Horry-Georgetown Technical College in the account and financial institution indicated above. I have attached a voided check or encoded deposit slip for verification of account numbers. Such direct deposit will be made on each succeeding payday, unless I choose to terminate this agreement in writing to Horry-Georgetown Technical College. Any such notification to Horry-Georgetown Technical College shall be come effective following receipt, after a reasonable opportunity to act on it.</p>	
<p>_____ Date</p>	<p>_____ Employee's Signature</p>
<p><b>FOR PAYROLL USE ONLY:</b> Effective Payroll: _____ Processed by Payroll: _____ (initials) _____/_____/_____ (date)</p>	