

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number 3.2.1.1
Related Policy: 3.2.1
Title: Direct Deposit and Distribution of Payroll
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 06-09-2017
Last Revision: 06-09-2017

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

All employees are required to direct deposit their payroll check. Employees enrolling in direct deposit will have a one-month waiting period for verification of their account through the Federal Reserve System. Direct deposit is a process whereby the banking institution that maintains the College's payroll account automatically deposits the employee's payroll check to their designated bank account on the last official College working day of the month. On the last official College workday of the month, employees may access their payroll information electronically through Employee Self Service.

Employee Self Service - PAYROLL STUBS

To View Earnings History, Deduction History, Pay Stubs and Direct Deposit Allocations

1. Log on to the College portal
2. Click Employee Self Service Tab
3. Choose Academic and Employee Services
4. Choose Administrative Services
5. Choose Employee
6. Choose Pay Stubs

EXCEPTION:

Employees who do not have an account through a banking institution are not mandated to direct deposit their check. However, at any time during the employee's employment they obtains an account through a banking institution, the employee is required to enroll in direct deposit at that time. Employee's receiving a "live" check may pick up their payroll check from the Human Resources Department on the Conway Campus, The Student Accounts Office on the Grand Strand Campus and the Administrative Office on the Georgetown Campus. Employees who prefer to have their checks mailed or desire to have another person, including a fellow employee, pick up their payroll check, must notify the Human Resources Department in writing prior to the pay date. If an employee designates someone other than a fellow employee to pick up their check, the designated individual must provide the Human Resources Department with a picture ID in addition to the signed authorization.

In no event may another individual, including an employee, pick up a check for a fellow employee without prior approval as described above.