

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.2.2.1
Related Policy: 3.2.2
Title: Changes in Payroll Deductions
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.

Employees wishing to initiate a status change that will affect payroll deductions such as changing number of dependents or making credit union or insurance changes should contact the Human Resources Department. All payroll deductions must have authorization from the employee. Such changes must be submitted to the Human Resources Department by the 18th of each month.