

Payroll Policy

Pay Dates

All employees will be paid on a biweekly basis, every other Friday.

Payments Outside of the Pay Date Cycle

Payments will only be made outside of the Pay Date Cycle if:

- An employee's record is set up incorrectly or an adjustment is needed
- A request is made by the Executive Office.
- An employee's direct deposit is returned.

Direct Deposit

The University strongly recommends that each employee have their pay direct deposited into an account at their financial institution or onto a pay card. However, if they choose not to establish direct deposit, the paycheck will be mailed on pay day after 3:00 pm. **You cannot pick up the check from Payroll or the Finance Office.**

If a check is lost in the mail, a stop payment can be requested:

- After the check has been issued for 5 business days.
- The employee agrees to pay the \$15.00 stop payment fee.
- And, finally the employee has updated his/her address in ADP.

Once all three requirements have been met, a stop payment will be placed on the lost check and a new check will be issued and mailed.

Employee Portal/Timekeeping System (ADP)

All hourly employees are required to record time worked electronically on ADP. This time must be recorded **and** approved by their supervisor by noon Monday of pay week. Failure to record time electronically may result in a delay of payment by 2 weeks.

In the event, an employee does not record his/her time by the deadline, the employee's immediate supervisor will need to:

- Have the employee complete a paper timesheet (A paper timesheet can be found on the Life's website under MENU/ MY Life U, Faculty & Staff, Human Resources, HR Forms, Student Worker Attendance Form (can be used by employee, too).
- The employee and supervisor **both** sign the timesheet.
- The supervisor scans the timesheet to the Finance Department.

Federal Work-Study

For all Federal Work Study questions, please contact Shantell Townsend in Human Resources at 770-426-2930 or Shantell.townsend@life.edu.

Pay Advices

Employees can obtain their Pay Advice/Statement on, or after pay day, by accessing the Employee Portal (ADP) under the MYSELF tab, PAY, Pay Statements.

Benefit Payments/ Overpayment

While on FMLA (Family Medical Leave Act) or Leave of Absence without pay, the University will pay the employee's portion of their benefit premium; however, the employee is required to send in the payments while on leave. If an employee fails to send in the payments, upon return to work, the

employee must immediately satisfy the benefit premium debt. Any debt not satisfied within 30 days upon returning to work may result in the full payment being deduct from the employee's pay.

In the event an employee is overpaid, the employee is to return the over payment to the University immediately. However, if the employee is unaware that he/she has been overpaid, the employee will receive a billing statement from the Payroll Department, outlining the over payment and a request to return the money to the University. If an employee fails to respond to the notice, a second notice will be sent via email. If no response is received from the second notice, the employee's immediate supervisor will be contacted and the employee's supervisor will be asked to assist in recouping the over-payment.

Benefits

Please contact Franness Boykins in Human Resources at 770-426-2930 or franness.boykins@life.edu.

Garnishments

There are two types of garnishments: Federal and Non- Federal

Non – Federal Garnishments are hand delivered to the Payroll or Finance Department by the Sheriff's Office. Upon receiving the garnishment, the employee is notified via email. (The employee has a right to request a copy of the garnishment.) Child support and bankruptcy garnishment amounts are determined by the court system and cannot be modified or cancelled without a court approved notice with the court seal. Credit garnishments are 25% of the employee's disposable income for 6 months.

Federal Garnishments are received through the mail. They are issued by the IRS (Internal Revenue Service) or the Department of Education. Federal garnishments do not have an expiration date. They will continue until the debt has been paid in full.

Also to be noted, the IRS issues wage levies, which are different from a garnishment. The wage levy is made against your total wages and not a percentage. This levy cannot be modified or cancelled without a release being received in the Payroll Department by the IRS.

Taxes

All employees are required to pay FICA, Federal and State Taxes (and local where applicable).

FICA (Social Security and Medicare) tax is a flat rate (currently 7.65% of your taxable wages). This amount cannot be changed or exempted by an employee. There is an additional Medicare Tax of .9% on an individual's wages paid in excess of \$200,000 in a calendar year, without regard to filing status.

- Full time students working part time and Non-Resident Aliens (except for Non Resident Aliens from Canada or Mexico with a TN status – Trade NAFTA) are exempt from this tax.

All employees are required to complete a Federal W-4 and a Georgia Withholding Form (or their appropriate state form) to determine their income tax withholding requirement. Each employee has the right to change this form as often as he/she chooses. Please be advised that the University is not responsible for employees that do not withhold enough income tax from their paycheck