

Effective 10/01/2018

#### ACCS Payroll Policies

- All ACCS personnel are paid semi-monthly.
- Payroll is distributed on the 15<sup>th</sup> and last day of the month; if either date falls on a non-working day, the payment will process on the preceding workday.
- Payroll will be paid via direct deposit.
- Employee payroll documents and insurance forms must be completed at least five business days prior to the new employee's first pay date.
- If the employee has a need to change banks or bank accounts, a paper-check will be issued for no more than two consecutive pay periods. Employees must provide, in writing, a request to stop direct deposit of payroll payments and provide notification and updated payroll documentation with the new banking information within the two pay periods of the requested paper-checks. If payroll has already processed before the request for a paper-check has been received, a stop-payment of the payroll will be attempted. However, reissue of the payroll payment may be delayed.

#### Timesheets

Timesheets are generated once a month, at the end of the month. The timesheet must be electronically completed and approved at all levels (employees and applicable supervisors) by the last day of the month. It is the responsibility of each employee to make sure that the timesheet is completed and ready for the next approval level in a timely manner. All employees who are required to complete timesheets must ensure accuracy of all entries and shall ensure that total required hours are accounted for daily and monthly prior to submission to the supervisor for approval.

#### Payroll Deductions

The following deductions are made from each employee's salary:

- Social Security (FICA) is deducted at the rate set by the Federal Government;
- The State Teacher's Retirement deduction is based on Tier 1 employees (employed prior to 01/01/2013) and Tier 2 employees (employed 01/01/2013 and after). The rate is set by the State Legislature. Participation in the Retirement System is required of all full-time permanent employees;
- Federal and State taxes are withheld on the basis of income tax tables compiled by the government. Federal income taxes are not deducted from retirement contributions;
- Health insurance is provided under a group contract through State Employees' Insurance Board. Health insurance is also available under the group contract for family coverage; deductions for employee & dependent insurance premiums are made monthly from the paycheck which is issued on the last working day of the month;
- Other approved miscellaneous deductions are made at the employee's request for such items as deferred compensation Individual Retirement Accounts (IRAs), ASE credit union, life insurance deduction, etc. (See payroll clerk for additional information.)
- Any employee may initiate a new authorization for deduction of voluntary contributions, as available. Commencement and termination of deductions will be dependent upon the payroll processing schedule.
- If an employee terminates service with the ACCS for any reason, the deduction will terminate with the last salary payment.

### Payroll Deductions/Other

Section 36-1-4.4 of the *Code of Alabama* provides for policy governing payroll deductions from employees' salaries for dues and voluntary deductions from employee organizations. The following requirements were set as policy and continue to govern this situation.

1. All payroll deductions for membership dues and voluntary contributions in employee organizations shall be annual memberships.
2. The annual membership period is established as August 1 of a year through July 31 of the subsequent year.
3. Once initiated, an employee cannot stop a payroll deduction for dues to an employee organization except during the last 10 workdays in July. This notice of termination must be in writing and delivered to the appropriate payroll clerk.
4. Any voluntary contribution to an employee organization can be terminated by the employee ONLY by providing written notice to the appropriate payroll clerk in the employee's department. Termination of the deduction will not become effective before 30 days after the department receives the notice of termination.
5. Any employee may initiate a new authorization for deduction of either dues or voluntary contributions, as available, but once the deduction commences, Sections (3) and (4) applies regarding termination.
6. If an employee terminates service with the ACCS for any reason, the deduction will terminate with the last salary payment.
7. If after an approved leave of absence or other temporary leave, an employee returns to employment with the ACCS, deductions for dues and/or voluntary contributions will commence unless specifically revoked by the employee prior to reemployment.

NOTICE: All payroll deductions for dues or voluntary contributions for an organization will automatically terminate by operations of law if it is determined that the organization is not eligible to receive such payments through payroll deduction.

These requirements are based on the law and all State departments a must enforce this policy.