

SECTION: 3.0 PERSONNEL

SUBJECT: PAYROLL

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**Background** The purpose of this policy explains how employees of Lewis-Clark State College are paid.

**Point of Contact:** HRS

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Budget Office; Provost Office

**Date of approval by LCSC authority**

**Date of State Board Approval** N/A

**Date of Most Recent Review:**

**Summary of Major Changes incorporated in this revision to the policy:** Added links to web sites; Added new Personnel Action Process; Included information regarding I-Time.

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## 1. PREFACE

Lewis-Clark State College is an agency of the State of Idaho and is a part of the state payroll system. This is on a bi-weekly pay cycle with a two-week lag time. That is, work performed during one pay period will be paid at the end of the following pay period.

## 2. GENERAL PROVISIONS

- A. Any individual who performs a service for the institution in virtually any capacity will be considered an employee and, by law, must be paid through the state payroll system. On line personnel action forms are used to initiate or change payroll for full time or regular employees; a personnel record card is generally used for irregular help or work study employees. These on line forms must be completed and approved before submitting to Human Resource Services to initiate any action regarding payroll, i.e. new hire, salary change, leave of absence or termination. A schedule of pay dates and due dates for documentation is available at [www.lcsc.edu/humanresources](http://www.lcsc.edu/humanresources). Forms submitted after the stated deadline will be processed the following pay period. Time sheets not submitted by the stated deadline will automatically be disapproved and must be resubmitted the following pay period.

- 1) Personnel Action Forms (PA's)

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- i. Regular PA form: Use this form for employees who have a permanent PCN or Irregular Help employees who are on the benefit package  
<http://www.lcsc.edu/humanresources/forms/PA-regular.pdf>
  - ii. Adjunct Faculty teaching for Credit: Use this form for adjunct faculty who are teaching courses for credit  
<http://www.lcsc.edu/humanresources/forms/PA-Adjunct.pdf>
  - iii. Temporary & Adjunct / Non-Credit Instruction: Use this form for temporary employees and adjunct faculty who are teaching non-credit courses  
<http://www.lcsc.edu/humanresources/forms/PA-temp%20non-credit.pdf>
- 2) Personnel Record Cards (PRC's) are to be used for Temporary and Workstudy employees who will complete I-Time  
<http://www.lcsc.edu/humanresources/forms/Personnel%20Record%20Card.pdf>
- B. Full time salaried employees may be required by their supervisor to submit a time sheet biweekly. However, if a timesheet is not submitted, they will still receive their regular biweekly salary. Time not worked, (i.e. vacation, sick leave, etc) must be reported via the I-Time payroll system.
- C. Non-salaried or part time employees must complete a time sheet each pay period via the I-Time payroll system. Time sheets not submitted by the stated deadlines must be resubmitted the following pay period.
- D. Organizations and individuals who have a business and provide a service to the college through that business may be considered an independent contractor. Contractors will be paid via an independent contractor form after the submission of proper documentation (including a W-9) to the office of Human Resource Services. To determine independent contractor status, contact Human Resources Services. The independent contractor form can be accessed at <http://www.lcsc.edu/humanresources/forms/contractor.pdf>.
- E. Current employees of Lewis Clark State College may not contract with the college and MUST be paid through the payroll system, regardless of the work they perform, unless they are awarded the contract through a competitive bid.
- F. Each employee must submit a W-4 and an I-9 and a voided check for direct deposit to HRS prior to or on the first day of work in addition to the personnel action or personnel record card.

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- G. The annual salary of full time individuals who work on an on-going basis, but work less than twelve months will be pro-rated and paid over a twelve-month period. These individuals will need to enter their time through the I-Time system. Individuals working on a temporary, interim, visiting or otherwise limited basis will be paid only over the duration of their employment.
- H. Salary increases are generally effective the last pay period in June for classified staff, the first pay period in July for professional staff and the first pay period in August for faculty.
- I. Regularly scheduled paydays are every other Friday. Employees hired after July 1, 2002 who receive a biweekly payment are required to use direct deposit. Pay stubs will be available on line with the use of your individual user ID and password. Contact the Payroll Office if you have questions concerning direct deposit.

2. PAY IN ADDITION TO CERTIFIED SALARY

- A. Payments made in addition to normal salary or payments made for short term service will be submitted via a PA form and will be made as follows, assuming all correct information has been provided to payroll;
  - 1) An employee receiving an additional payment of \$1,000 or less will receive one payment for the total amount as soon as possible after completion of the service.
  - 2) Employees receiving an additional payment of more than \$1,000 may receive a lump sum or will receive no more than one payment per \$1,000 (rounded to the nearest thousand).

3. PAYMENT TO ADJUNCT/TEMPORARY EMPLOYEES

Adjunct faculty or temporary employees may receive payment for their service only during the duration of that service by any of the following methods:

- A. Adjunct Faculty must be paid using either the Temporary & Adjunct Non-Credit PA form or the Adjunct Faculty teaching for credit PA form. The payment schedule (i.e. one lump sum, 2 equal payments, etc.) must be noted on the PA.
- B. Temporary employees must be paid using the Temporary and Adjunct Non-Credit PA form. They payment schedule (i.e. one lump sum, 2 equal payments, etc.) must be noted on the PA.

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#### 4. PAY ADVANCES

A. It is not the practice of Lewis-Clark State College to allow employee pay advances. In extraordinary circumstances, advances may be granted to an employee with approval of the President of the college.