

SECTION: PERSONNEL

SUBJECT: Payroll Set Up

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

**Point of Contact:** Human Resource Services

**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:** October 3, 2018

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

**Date of Most Recent Review:** 10/2018

**Summary of Major Changes incorporated in this revision to the policy:** Added Section 3.C. regarding completing a MOA for all payment-in-additions; Added some missing hyperlinks; Added Section 5.A regarding Adjunct Faculty contracts; Removed outdated section on Employee Awards, as this policy is currently being updated.

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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. Online 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 online forms must be completed and approved by all parties involved before submitting to Human Resource Services to initiate any action regarding payroll, i.e. new hire, salary change, leave of absence or separation. A schedule of pay dates and due dates for documentation. Forms submitted after the stated deadline will be processed the following pay period.

1) Personnel Action Forms (PA's)

2) Regular PA form: <https://www.lcsc.edu/media/6141/pa-regular-22021.pdf> use this form for employees who have a permanent PCN or Irregular Help employees who are on the benefit package.

SECTION: PERSONNEL

SUBJECT: Payroll Set Up

- a) Adjunct Faculty teaching for Credit: <https://www.lcsc.edu/media/6142/pa-adjunct-22021.pdf>. Use this form for adjunct faculty who are teaching courses for credit.
  - b) Temporary & Adjunct / Non-Credit Instruction: <https://www.lcsc.edu/media/6143/pa-temp-non-credit-22021.pdf>. Use this form for temporary employees and adjunct faculty who are teaching non-credit courses.
  - c) Personnel Record Cards (PRC's) <https://www.lcsc.edu/media/6050/personnel-record-card.pdf> to be used for Temporary and Work study employees who will complete I-Time.
- B. Although not required by the I-Time Payroll System, some full-time salaried employees may be required by their supervisor to submit a biweekly time sheet. Employees must report ALL HOURS worked in addition to any sick or vacation leave during that pay period.
- 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 the online independent contractor form on Warrior Web, after the submission of proper documentation (including a W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3> and Invoice) to the office of Human Resource Services. To determine independent contractor status, contact Human Resource Services.
- 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 <https://www.irs.gov/pub/irs-pdf/fw4.pdf>, I-9 <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>, and a voided check or Authorization Agreement for Payroll Direct Deposit <https://www.lcsc.edu/media/5433/directdepositform.pdf> to HRS prior to or on the first day of work in addition to either the Personnel Action Form or Personnel Record Card. All new employees will be verified through e-verify as directed by the Governor's Executive Order 2009-10.
- G. The annual salary of full-time professional staff employees who work on an on-going

SECTION: PERSONNEL

SUBJECT: Payroll Set Up

basis, but work less than twelve months will be pro-rated and paid over a twelve-month period. These employees will need to enter their time through the I-Time system. When an employee is being paid for any time other than ACT, VAC, SIC, etc., they must code NWH in I-Time. Employees working on a temporary, interim, visiting or otherwise limited basis will be paid only over the duration of their employment.

- H. If salary increases are recommended by the Division of Financial Management, they are generally effective the first pay date in July for classified staff, the second pay date in July for professional staff and the second pay date 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 at <http://www.sco.idaho.gov/> with the use of your individual user ID and password. Contact the Payroll Office if you have questions concerning direct deposit or if you need your password reset.

3. 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. Payments may be made in any of the following ways:
  - 1) One lump sum paid at the completion of the work.
  - 2) Two equal payments (with the second payment following completion of work).
- B. Exceptions may be made on a case by case basis with approval from the Division Chair and/or Dean or Vice President or President.
- C. A Memorandum of Agreement <https://www.lcsc.edu/media/5428/memorandum-of-agreement.pdf> defining the scope of work, deadline, compensation, etc. related to project work outside an employee's job description must be completed and sent to HRS with the Personnel Action.

4. ADDITIONAL COMPENSATION FOR ADMINISTRATIVE APPOINTMENTS OF FACULTY

- A. When calculating the salary of a new administrator holding academic rank, the portion that is paid as an administrative stipend and the base salary of the faculty appointment are to be clearly identified on the employment contract.
- B. When an administrative appointment ends and a faculty member returns to instructional duties, the change is to be accompanied by a salary adjustment that reflects the

SECTION: PERSONNEL

SUBJECT: Payroll Set Up

relinquishment of administrative duties and is commensurate with the revised position description.

5. PAYMENT TO ADJUNCT/TEMPORARY EMPLOYEES

- A. Adjunct Faculty must sign and date the Adjunct Employment Agreement [http://www.lcsc.edu/media/5964338/Adjunct\\_Employment\\_Agreement-FY19.pdf](http://www.lcsc.edu/media/5964338/Adjunct_Employment_Agreement-FY19.pdf) prior to the beginning of each semester.
- B. Adjunct Faculty must be paid using either the Temporary & Adjunct Non-Credit PA form <https://www.lcsc.edu/media/6143/pa-temp-non-credit-22021.pdf> or the Adjunct Faculty teaching for credit PA form <https://www.lcsc.edu/media/6142/pa-adjunct-22021.pdf>. The payment schedule must be noted on the PA. Payments may be made in any of the following ways:
  - 1) One lump sum paid at the end of the semester.
  - 2) Two equal payments (mid-semester and end of semester).
- C. Exceptions may be made on a case by case basis with approval from the Division Chair and/or Dean.
- D. Temporary employees must be paid using the Temporary and Adjunct Non-Credit PA form <https://www.lcsc.edu/media/6143/pa-temp-non-credit-22021.pdf>. The payment schedule must be noted on the PA. Payments may be made in any of the following ways:
  - 1) One lump sum paid at the end of the semester
  - 2) Two equal payments (mid-semester and end of semester)
- E. Exceptions may be made on a case by case basis with approval from the Division Chair and/or Dean.

6. EMPLOYEE AWARDS

- A. Prizes and awards to permanent, adjunct, or IH employees is considered taxable income to the specified employee via payroll. All such payments must be submitted using a requisition.

7. PAY ADVANCES

SECTION: PERSONNEL

SUBJECT: Payroll Set Up

- 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 appropriate Vice President.