

SECTION: 3.0 PERSONNEL

SUBJECT: NEW EMPLOYEE SET UP AND PAYMENTS

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**Background** The purpose of this policy explains how employees of Lewis-Clark State College (LC State) are set up in payroll and paid.

**Point of Contact:** Human Resource Services

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** , , Controller's Office

**Date of approval by LC State authority:** October 2016

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

**Date of Most Recent Review:** March 2025

**Summary of Major Changes incorporated in this revision to the policy:** Complete revision to policy since the addition of Luma. We now have one consolidated Personnel Action Form instead of three separate PA forms.

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## PREFACE

LC State 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.

### 1. 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. An online Personnel Action Form is used to initiate or change payroll for full-time, part-time, or irregular help on benefits; a Personnel Record Card is generally used for Irregular Help (IH) not on benefits or work study employees. These online forms must be completed and approved by all parties involved before submitting to Human Resource Services (HRS) 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 can be found at <https://www.lcsc.edu/controllers-office/payroll>. Forms submitted after the stated deadline will be processed the following pay period.
  - i. Personnel Action Form (PA) <https://www.lcsc.edu/hr/forms>: use this form for benefited employee hires, payment in additions, and Adjunct Faculty.
  - ii. Personnel Record Cards (PRC's) <https://www.lcsc.edu/hr/forms>: use this form for temporary non-benefited and work study employees who will complete timesheets.
- B. Although not required by the payroll system, some full-time salaried employees may be required by their supervisor to submit a bi-weekly time sheet. Employees must report ALL HOURS worked in addition to any sick or vacation leave during that pay period.

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- C. Non-salaried or part-time employees must complete a time sheet for each pay period via the 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 (ICP) in Jaggaer, after the submission of proper documentation. For more information on the ICP process, visit <https://www.lcsc.edu/controllers-office/payroll/independent-contractor-payments>
- E. Current employees of LC State 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 new employee must submit new hire paperwork found at <https://www.lcsc.edu/hr/new-employee-process-and-forms> prior to or on the first day of work. All new employees will be verified through E-Verify as directed by the Governor's Executive Order 2009-10. New employees MAY NOT begin employment until HRS has received all the new hire forms and the supervisor has been notified that the background check is complete.
- G. The annual salary of full-time professional staff employees who work on an on-going basis, but work less than twelve months, will be pro-rated and paid over a twelve-month (12-month) period. These employees will need to enter their time through the payroll system. When an employee is being paid for any time other than ACT, VAC, SIC, etc., they must code nonworking hours (NWH) on their time sheet. Employees working on a temporary 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. Pay stubs are 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.

**2. Pay in Addition to Certified Salary**

- A. Payments made in addition to the 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 Human Resource Services. Payments may be made in any of the following ways:
  - i. One (1) lump sum paid at the completion of the work.
  - ii. Two (2) 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/5454/hr-memorandum-of-agreement-accessible.pdf> defining the scope of work, deadline, compensation, etc. related to project work outside an employee's job description must be completed and attached to the Personnel Action.

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

**4. Payment to Adjunct/Temporary Employees**

- A. Adjunct Faculty must sign and date the Adjunct Employment Agreement <https://www.lcsc.edu/liberal-arts-and-sciences/faculty-information> prior to the beginning of each semester.
- B. Adjunct Faculty must be paid using the Personnel Action form. Payments will be made in the following way:
  - i. Monthly payments.
- C. Temporary employees must be paid using the Personnel Action form. The payment schedule must be noted in the PA. Payments may be made in any of the following ways:
  - i. One (1) lump sum paid at the end-of-semester
  - ii. Two (2) equal payments (mid-semester and end-of-semester)
- D. Exceptions may be made on a case-by-case basis with approval from the department/division chair and/or dean.

**5. Employee Awards**

Prizes and awards for permanent, adjunct, or IH employees are considered taxable income to the specified employee via payroll. All such payments must be submitted using a requisition and follow the guidelines available in policy 4.116.

**6. Pay Advances**

It is not the practice of LC State to allow employee pay advances. In extraordinary circumstances, advances may be granted to an employee with the approval of the appropriate vice president or president.