

When do I get paid and what is my pay period?

Payroll is paid once a month on the last working day of each month (except for December). Pay periods are based on the employee's classification as follows:

- Regular full-time eleven or twelve month contracted employees are paid current. You are paid on the last working day of the month for that month.
- Regular full-time nine-month faculty are paid on the last working day of the month August through May for ten percent of their contract. In addition, there is a reduction in pay for those months to provide a deferral payout in June and July. This provides for an equal distribution of the annual salary over 12 months.
- Adjunct faculty teaching credit courses are paid on the last working day of the month September through December for fall semester contracts and February through May for spring semester contracts. Each payment represents twenty five percent of the contracts. Summer semester contracts are paid according to dates established on the contract.
- Temporary part-time hourly and college work study students are paid on the last working day of the month for the period of the 16th of the previous month through the 15th of the current month.

How will I receive my payroll check?

Direct Deposit is mandatory for all employees. If the payroll office has not received proper documents to establish direct deposit for your first payroll check, then an actual check will be mailed to your home address. Upon receipt of proper documents to establish direct deposit, future direct deposit advices will be emailed or mailed to your home address. Your payroll direct deposit notification will be sent to your @volstate.edu e-mail address. Your notification will be accessible only from a link within the e-mail addressed to you and will be protected for viewing by a password. Instructions regarding the password will be in your email notification each pay period. If you do not have an email account your direct deposit advice will be mailed to your mailing address. Final check stubs will be mailed to your home address.

When will my check be deposited into my bank account (s)?

Your funds are available in your account (s) on the last working day of the month. Depending on your bank, the funds may not be reflected in your account until their afternoon/nightly posting for that day. Check with your banks ACH department to verify if a deposit is pending.

If I close my bank account or change my bank account to a different bank, what should I do?

You should immediately notify the Payroll Office via email at payroll.services@volstate.edu. In addition, you must complete a new [VSCC Direct Deposit Form](#) (PDF) and submit it to the Payroll Office along with a blank voided check or a direct deposit form from your financial institution with the required. A deposit slip may not be acceptable documentation.

When are Timesheets or Leave Reports due?

All Timesheets and Leave Reports are electronic, and accessible through Self-Service Banner. They are due the next business day after the 15th.

Should anything be submitted with the Timesheet or Leave Reports?

All approved compensatory time request/authorization forms leave correction forms, contracts, or any other forms/information that are pertinent to the current payroll period are due to the Payroll Office on the date specified in the Payroll Close email sent each month.

What should I do if I need to increase or decrease my Federal withholdings from my payroll check?

To make any changes to withholdings during the year, you should complete a new W-4 form and return it to the Payroll Office. The form is found on-line on the Vol State website <https://www.volstate.edu/payroll>.

If I terminate employment, what happens to my accumulated unused sick and annual leave?

Any employee who leaves employment for reasons other than gross misconduct will be paid for their accumulated unused annual leave. Sick leave is not paid to employees upon termination of employment unless termination follows a documented extended illness.

How do I change my address?

Address changes may be made on-line through Employee Self-Service or by contacting the Human Resources Office.

When and how will I receive my W-2 Tax Statement?

W-2s are processed in January for the previous calendar year. They are postmarked by January 31st each year. You may also opt-in to receive your W-2 electronically through the Employee Self-Service Banner module.

Why does my W-2 amount differ from my contract annual salary?

Your W-2 reflects your **taxable gross** earnings paid during a calendar year (January-December). Your contract is based on a fiscal year or academic year. Your taxable gross earnings are reduced by any pre-tax health and/or dental premiums, participating in Medical/Dependent Spending accounts, and participating in tax deferred annuities (i.e. 401(k), 403(b) and 457 plans).

What is the semester pay schedule?

You can see your pay schedule in FLAC as well as view the schedule on the Vol State website. <https://www.volstate.edu/sites/default/files/documents/payroll/FLAC-Terms-Payroll-Dates.pdf>