PAY PERIODS AND/OR DEDUCTIONS

POLICY

Sherman College employees are required to participate in payroll direct deposit. Direct deposits will be made to the employee's account on the 15th of each month (or the Friday before if the 15th falls on a weekend) and on the last banking day of the month. All monthly deductions will be divided evenly between the two pay periods. Earning statements are available online through Employee Self Service in the Payroll Portal. Employees may also request in writing that their earning statement be released to another individual.

Employees who discover a mistake in their pay should notify the Human Resources Department immediately. Although Sherman College requires direct deposit, if an employee changes banks and/or account numbers when a payroll is in process, they will receive a live check. If a live check is lost, the Human Resource Department should be notified immediately. In the event of a mistake, the error will be remedied promptly. However, if a live paycheck is lost, or the employee made an error when entering their banking information in the Payroll Portal, the employee will be solely responsible for any associated fee or monetary loss.

The college will deduct all taxes in compliance with current law. Additional deductions may include family and dependent insurance coverage, retirement fund contributions, etc. as authorized by the employee. Furthermore, the college will comply with any valid writ of garnishment or attachment, notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. In such a case, the Human Resources Department will notify the employee immediately and begin deducting the required amount from the employee's earnings. The amount deducted, however, shall not exceed that permitted by law.

THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.