

## **PAYROLL PROCEDURE**

Before a faculty member can be placed on the payroll, a completed employment packet needs to be submitted to the Human Resources Department.

Lewis and Clark encourages all faculty to enroll for the electronic transfer of payroll checks directly into personal accounts at banking or savings and loan institutions. Electronic transfer of funds is the quickest, most accurate and safest procedure for receiving your semi-monthly salary. To enroll for electronic transfer, contact your Division Office. Verification of electronic transfer or salary checks can be viewed and printed on Self Service. Faculty will receive their checks by U.S. mail if they are not directly deposited. The number of pay installments is dependent upon the length of the course and the beginning and ending dates of the classes. The college's pay periods end on the 15th and the end of each month. The college pays in arrears. . For full-length fall and spring semester courses, adjunct faculty will usually receive their pay in seven or eight pay installments each, beginning at the end of September and February respectively and ending on the pay day following the end of the pay period in which the class ends.

Full time faculty and adjuncts faculty with additional hourly paid positions are required to complete time sheets electronically. The time sheets are due to be submitted and approved by the employee's supervisor on the 2nd and 17th of each month.

## **PAYROLL-RELATED FRINGE BENEFITS**

Adjunct faculty are not eligible for such fringe benefits as life and medical insurance, paid vacation and sick leave. State law requires that regular adjunct faculty participate in the State Universities Retirement System (SURS).

## **PRO-RATA SALARY POLICY FOR ADJUNCTS**

In the event of low enrollments, a faculty member may be given the option of either canceling the course or accepting a reduced prorated pay. Actual pay will be based on the highest enrollment between (1) 11:59 PM on the day before the class begins and (2) 11:59 PM on the day before the class's refund date. This procedure is programmed in Ellucian to allow a faculty member to accept new students in her/his class without a penalty.