

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

County College of Morris full and part-time employees, student employees, temporary employees, adjuncts and Workforce Development instructors hired by the County College of Morris are paid for their services via the college's internal payroll system "Colleague." The college's payroll policies are guided by the following union agreements: Faculty Association of the County College of Morris, Association of Academic Chairs & Assistant Chairs, Academic Administrative Personnel Federation, United Adjunct Faculty and County College of Morris Staff Association, as well as Board approved policies for Management and Administrative Personnel at CCM and the Career Office and Federal Guidelines for Student Workers.

All payments to employees (full and part-time), temporary employees, adjuncts, CPP instructors and students are considered income by the Federal Government Internal Revenue Service Code and must be paid through CCM's internal payroll system "Colleague." Also, tuition reimbursements are processed through the payroll system.

Authority

Vice President for Business and Finance
Director of Accounting
Director of Human Resources

Responsibility

Director of Accounting
Director of Human Resources
Manager of Payroll and Special Projects

Procedure

Payperiods

The County College of Morris processes biweekly payrolls for the following employee pay classes:

- Full-time Employees
- Part-time Employees
- Student Workers
- Temporary Employees

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The following employee pay classes are scheduled for monthly payments (additional payments may be processed if needed):

Adjuncts
Faculty working in the Summer Semesters

First Paycheck

The Human Resources Department is responsible for adding new employees to the "Colleague" payroll system and maintaining demographic data on all employees in the "Colleague" payroll system. New employees receive their first pay check according to the guidelines below:

Management and Administrative Employees
CCMSA
AAPF
FACCM
ACAC

Receive first paycheck at the next payday after employees start date based on the number of days worked before the paydate.

Part-time and Temporary Workers

Receive first paycheck the pay period following receipt of their time records on the Payroll Time and Attendance form in the Payroll Office.

Student Workers

Receive first paycheck after completing two weeks of work at the next scheduled paydate.

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Adjuncts

Pay schedules are determined by Academic Affairs and the Payroll Department. Payments are divided into equal installments (based on the number of months in the semester). First paycheck is received in the September monthly pay cycle (for Fall) and February monthly pay cycle (for Spring). Summer sessions pay cycles will be determined annually by Academic Affairs and the Payroll Department.

Workforce Development Instructors

Paid monthly at the completion of the course as directed by the Workforce Development Department.

Authorization to Pay

The Payroll Department is authorized to pay full and part-time employees, temporary workers and student workers according to an approved Payroll Time and Attendance form (summary department time sheets). See Payroll Time and Attendance form procedures in the Business and Finance Procedures Manual (Procedure #05.07).

Adjunct pay is submitted to the Payroll Department by Academic Affairs and Workforce Development instructors' pay list is submitted to the Payroll Department by the Workforce Development Division. Additional payments to full and part-time employees are submitted on approved Work Authorization Forms to Human Resources, data is forwarded from Human Resources to Payroll before the payroll is processed.

If employees are short paid (due to overtime omissions or errors on the Payroll Time and Attendance form), the supervisor should contact the Payroll Manager with a corrected time sheet or memo detailing the correction to the employee's paycheck. The adjustment will be included in the next regularly scheduled paycheck.

If the employee is overpaid, the Payroll Manager will contact the employee and request a check to correct the overpayment or obtain authorization from the employee (in writing) to make the correction in the next paycheck.

Salaries of all employees are approved by the Board of Trustees prior to the effective date of the salary. Additional payments to employees and payments to adjuncts, Workforce Development instructors and temporary employees are approved by the Board of Trustees.

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Changes in Tax Withholdings

Employees must complete form "W-4" federal and state to change Income Tax Withholdings. This form is maintained in the Payroll Department.

Changes in Other Deductions

Contact the Payroll Department:

1. To update direct deposit
2. To reclass salary charges to a different department or expense account (memo required)
3. To add or discontinue union dues and other miscellaneous deductions such as CCM Foundation contributions.

Contact Human Resources Department:

1. To change the department number or expense account to charge an employee's wage payment
2. For changes to or add Salary Reduction Agreements
3. To change pension vendors
4. When an employee resigns or retires
5. Extended leave of absence without pay.