

EGSC Employee Handbook

Paychecks and Withholding of Pay Policy Paydays

Adopted by President's Cabinet 8/25/15

Revisions Adopted by President's Cabinet 5/22/18

Paychecks (or pay advices) for exempt personnel are issued on the last working day of the month. Non-exempt personnel are paid every other Friday. Any alterations to this schedule that may be needed because of holidays will be communicated by Human Resources or the Payroll/ Business Office. Advices can be obtained through the Employee Self Service portal; a link to portal can be found on the Human Resources website. Please review the information to be sure the proper deductions have been made. If an error is found or there are questions, please notify the Human Resources Office or the Payroll/ Business Office immediately.

East Georgia State College is authorized to withhold an employee paycheck or deduct from an employee paycheck overpayment of wages or salary paid to an employee in error and amounts owed by employees for any fees, fines, penalties or other financial obligation to the college.

East Georgia State College is authorized to deduct from an employee's annual leave payout check amounts related to wages or salary paid to an employee in error and amounts related to the employee's benefits.