PAYROLL DISTRIBUTION

The Administrative Services office will distribute all payroll checks and direct deposit notices as requested in writing by the individual. For example, the payroll check or direct deposit notice may be mailed to the employee, or the payroll check or direct deposit notice may be picked up from the Administrative Services office by a person (supervisor, fellow employee or family member) as authorized in writing by the employee. Valid identification may be required of the person if an Administrative Services staff member does not know the person.

At least once each fiscal year, the Administrative Services office will announce a pay period when new employees will be required to pick up their payroll check or direct deposit notice in person with acceptable identification (driver's license or picture ID). For this purpose, new employees are defined as employees employed since the College’s last personal verification pay period. One or more distribution sites will be established and announced by the Administrative Services for this purpose. Exceptions to this requirement will be made for persons who would have to travel for substantial distances (outside of Person and Caswell counties). These individuals will be verified by the procedures documented in on-site visit criteria and their checks/direct deposit notices will be mailed to them. (The College must utilize state certified fire, law enforcement, and real estate instructors in these areas. These subject areas are where most of the College's out-of-town instructors teach.)

LEGAL REFERENCE: G.S. 115D-20
HISTORY NOTE: Effective October 12, 1988; Revised April 14, 1999
CROSS REFERENCE: 2.9 III A2