

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Payroll Practices

**NUMBER:** 4:36

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The following policy will govern the pay practices for the institutions within the Board of Regents.

### 1. Paycheck Distribution

South Dakota Board of Regents and the Shared Payroll Center (SPC) in coordination with the institution [Human Resource departments](#) is responsible for processing paychecks and direct deposit earning statements and distributing them to the institution by last business day of the month. Each institution must develop appropriate procedures to ensure the prompt distribution of paychecks and earning statements to employees who do not have access to SNAP or email.

In the event an employee receives a payroll check due to approved status, payroll checks will not be provided to employees until the pay date. Therefore, in the event a holiday falls on the pay date, employees will not receive his/her pay check until the next regular working day.

### 2. Payday Schedule

Employees will be paid on a monthly payroll schedule. The SPC is responsible for publishing a schedule of specific payroll dates, including paydays and deadlines for submitting timesheets.

### 3. Lost or Stolen Paychecks

An employee should immediately report a lost or stolen paycheck to the institutional human resources department. The Shared Payroll Center will issue a new paycheck to the institution to distribute to the employee after payment is stopped and an affidavit is signed by the employee and approved representative of the institution. The timing of this check replacement will be dependent upon timing of notification. However, if a check is lost through no fault of the institution and institution is unable to stop payment on the check, institution is not obligated to indemnify the employee for the loss.

#### **4. Payroll Deductions**

Federal and state withholding taxes and Social Security taxes are deducted from every paycheck in accordance with IRS guidelines. Voluntary deductions for health care benefits, savings bonds, 403(b) payments, parking permits, and the like can be made after an employee completes the necessary authorization forms. Employees will have the Bureau of Personnel default plan auto defaulted for a deduction in the event the employee does not complete the required medical enrollment forms and paperwork prior to first payroll and/or if the employee does not complete his/her forms and paperwork in the time allotted by the Bureau.

The institution deducts court-ordered garnishments for personal debts—such as child support—without the employee's prior authorization. Deductions for federal, state, and city tax liens also can be made by the institution without prior employee authorization.

#### **5. Payroll Changes**

In the event the department, college or institution desires to make a payroll change on current employees such as supplemental and additional duty pay, the originator of such a request must have all paperwork completed and approved by all parties and submitted to human resources no later than the 12<sup>th</sup> of the month. In the event an emergency is required to take action after the 12<sup>th</sup>, the originating department will need to obtain the necessary permissions of the Vice President and Human Resources Department.

In the event the department, college, or institution desires to hire personnel, the originator must provide all paperwork for new hires prior to the 12<sup>th</sup> of the pay period to ensure payment of wages in the current pay period. In the event the originating department offers employment and allows the employee to begin working without following the proper procedures, including the timely completion of required payroll paperwork and forms (both institutional and new hire), the department will need to obtain the necessary permission of the Vice President and Human Resources Department for proper payment of wages.

Reports will be completed to audit payroll practices to ensure timely processing occurs.

#### **6. Employees on a Leave of Absence with Benefits**

Employees who are on an approved leave of absence with benefits are responsible to pay their benefits to the institution on the 15<sup>th</sup> of the month. This is to ensure payroll processing of benefits. In the event payment is not received, employee will receive a notification of termination for benefits.

**7. Timesheet Submission**

It is the responsibility of the employee to submit his/her timesheet or leave report as scheduled to their proper supervisor. In the event an employee does not submit their timesheet, their payment of wages will not occur until next payroll process.

Likewise, the supervisor is responsible to approve all timesheets or correct and approve all timesheets to ensure prompt payment of wages.

**8. Direct Deposit**

All Board of Regents employees, except where prohibited by law, shall make arrangements to receive payroll payments via Automated Clearing House (ACH) direct deposit. Campus administration may make exceptions to this only for short-term employees.

Employees may request additional direct deposit accounts; however, each account must be associated with a financial institution for checking or saving accounts.

**9. Final Wage Payment**

Employees separating from the institution(s) are paid in accordance with South Dakota Codified Law.

**SOURCE: BOR, May 2008.**