

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number 3.2.1.1
Related Policy: 3.2.1
Title: Direct Deposit and Distribution of Payroll
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 08-01-1994
Last Cabinet Review: 12-13-2023
Last Revision: 12-13-2023

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

All employees are required to direct deposit their payroll check.

Full-time employee payroll disbursement dates are the last working day of every month.

Part-time employee payroll disbursement dates are the 15th of every month. If the 15th falls on a weekend or College holiday, the disbursement date is normally the Friday before the weekend or the last College workday before the holiday.

Employees may access their payroll information electronically through the College portal on the College website.

To view all other payroll information such as Pay Stubs, Earnings History, Benefits History, Taxes and Direct Deposit Allocations:

1. Log on to the College portal on the College website
2. Click Employee Dashboard under the Employee Resources card

Note: Pay Stubs can be directly accessed from the Payroll card through the College portal on the College website.