

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.2.2  
Title: Changes in Payroll Deduction  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President, Human Resources and Employee Relations  
  
Original Approval Date: 06-13-1996  
Last Cabinet Review: 03-01-2023  
Last Revision: 06-09-2017

---

Chairperson

## 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.**

Employees wishing to initiate a status change that will affect payroll deductions (e.g., changing the number of dependents, insurance or credit union changes, etc.) should contact the Human Resources Department.