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TITLE: PAYROLL ADMINISTRATION

EFFECTIVE DATE: February 26, 2015

LAST REVISION: Initial

Policy No. 8.2001

POLICY STATEMENT

The Louisiana Community and Technical College System (LCTCS) Centralized Payroll department is responsible for the payroll processing and distribution of direct deposits and paychecks. Each LCTCS institution has staff that is responsible for time and attendance activities of their college.

The Baton Rouge Community College (BRCC) Payroll department is responsible for ensuring payroll payments to all employees associated with BRCC are processed by the LCTCS Centralized Payroll department.

Pay Frequency: BRCC employees are paid on a bi-weekly basis. The standard pay period for all LCTCS institutions is 14 days, which begins on a Monday and ends on a Sunday.

Payroll Delivery Method: LCTCS policy #6.004 “Mandatory Direct Deposit”, requires direct deposit of wages for all employees. Per LCTCS Centralized Payroll, direct deposit is optional for non-Federal Work Study students. In the event a paper check is generated for an employee, the check will be mailed to the address listed in Banner for the employee.

Payroll Advances: Payroll advances, or loans against a future pay event are not available from BRCC or LCTCS Centralized Payroll.


Lost Paychecks: In the event a paper check is generated for an employee and the check is lost or erroneously destroyed, BRCC’s Payroll department shall be notified immediately. BRCC’s Payroll department will submit a request for a replacement check to LCTCS Centralized Payroll.

Off-Cycle Checks: The off-cycle processing of checks by LCTCS Centralized Payroll is reserved for employees who were not paid their **regular** pay during the scheduled on-cycle payroll processing. Off-cycle checks are not processed for overtime pay. In the event an employee does not receive overtime pay, the overtime pay will be processed during the next on-cycle processing.



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Wage Garnishments, Federal Tax Levies, and Bankruptcy: BRCC is subject to receipt of wage garnishments and federal tax levies. LCTCS Centralized Payroll enters, processes, and maintains these records for all colleges within the System. When BRCC's Payroll department receives legal documents of this nature, they are forwarded to LCTCS Centralized Payroll.

Source of Policy: Payroll
Related Policy: _____
Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Vice Chancellor for Finance
LCTCS Policy Reference: _____
LCTCS Guideline Reference: _____
Date: 02/26/15