Area: Human Resources
Policy Name: Payroll Policy
Policy Statement: Salina Area Technical College takes special care to ensure that exceptions to the regular payroll amounts or cycles are properly justified, calculated, and authorized. The College has established payroll systems and processes to promote compliance with all applicable federal and state regulations and with its own fiscal management responsibilities and objectives.
Procedures: Payroll Dates
The designated pay date for all Salina Area Technical College employees is on the 25th of each month. In the event the 25th falls on a weekend or a holiday employees will be paid on the preceding workday.
An exception is made to the December payroll; employees are paid on the last working day before the holiday.
Payroll Periods
Pay periods are defined as follows:
- Hourly employees – pay periods are from the 16th thru the 15th of the month.
- Salary employees – pay periods are from the 1st thru the last day of the month.
Payroll Deductions
The College is required by law to withhold certain deductions from all employees’ paychecks. These may include federal, state, and local taxes, state retirement plan contributions, and court-ordered wage garnishments. Voluntary deductions may include premiums for benefits, retirement plan contributions, foundation donations, or employee miscellaneous requests for monies owed to the college.
Payroll Errors and Corrections
Employees, who believe that they have been subject to improper salary deductions or have not been fully paid for any payroll period, should notify the Human Resources Department immediately upon discovering such discrepancy, to get the problem resolved. If it is determined that a salary deduction was improper or that the employee did not receive full compensation for any payroll period, the employee will be reimbursed for any improper deduction or paid any previously unpaid wages in the next payroll period following the determination.
Contact: Human Resources
Related Form(s):

Adopted: December 21, 2015

Updated: