

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-4023 Payroll**

This regulation informs employing departments and divisions of fundamental policies concerning the payment of NCF employees and the payroll systems, developed in compliance with guidelines established by the State of Florida for compensating hourly and salaried employees.

- (1) Biweekly Payroll. NCF pays wages to its employees on a biweekly basis.
- (2) Methods of Wage Payments. All persons will be paid by NCF warrant, Electronic Fund Transfer (EFT) or NCF check. There will be no cash payments. The Payroll Department is responsible for the issuance of all payroll warrants and EFT deposits. No wage payments will be made off-cycle unless approved by the Controller.
- (3) Post-Certified Payrolls. The NCF policy is to post-certify salaried and hourly employees.
- (4) Employee Records and Withholding Tax Statements (W-2 Forms). Employee records are maintained and stored in the Payroll Department. W-2 statements are prepared for all employees by the NCF Payroll Department during the month of January. An individual will receive one tax statement which includes wages received during the calendar year from all employing departments and/or divisions.
- (5) Set-Off Procedures. NCF may collect funds owed by employees by means of NCF Regulation 3-4024 NCF Set-Off Procedures.
- (6) Wage Assignments. Under no circumstances will an employee's salary be deducted from a warrant to be issued to a creditor without the employee's written consent or legal process.
- (7) Distribution of Payroll Warrants. All payroll EFT will be distributed directly to the employee by his or her own NCF email. A warrant will be picked up directly by the employee at the Department of Human Resources.
- (8) Direct Deposit by Electronic Fund Transfer (EFT). Employees may-elect to have their net pay directly deposited to their bank through EFT. Employees electing EFT will have their net pay available at their bank by 2:00 p.m. of the payday. The EFT agreement (available through the Department of Human Resources is between the employee, their bank and the NCF Payroll Department.
- (9) Payroll Advices. Payroll advices are prepared each payday for every employee who receives a warrant/EFT. These advices reflect earnings and deductions for both the current payroll period and cumulative earnings to date for the calendar year. Individuals receiving payment from more than one department will normally receive one advice ~~sub~~-reflecting the total of all earnings and deductions.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 2-005; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)*