

## 2022 Payroll Information

<b>Pay Dates</b>	<p>Pay Day is the last working day of the calendar month that Chemeketa Community College (CCC) is open for business services.</p> <p><u>Paychecks</u>: Mailed 1 to 3 days prior to Pay Day.</p> <p><u>Direct deposits</u>: Received on Pay Day.</p>
<b>Electronic Timesheets</b>	<p><u>Reporting Hours Worked &amp; Absences</u>: As a current working employee at CCC, you receive an email every month with timesheet information. Complete the electronic form(s) that correspond with each of your positions by the due date to avoid delay in payment. Report time to the decimal point of a minute. For example: 3 hours, 15 minutes is 3.25 hours. Your supervisor(s) will review and approve the timesheet(s) you submit.</p>
<b>Mailing Address</b>	<p>The Post Office will not forward your paycheck if the address is incorrect. Be sure to notify Human Resources (HR) when your address changes.</p>
<b>Social Security Tax</b>	<p>Both employees and employers are taxed 6.20% on wages earned. The limit on earnings subject to Social Security tax is \$147,000 for a maximum withholding of \$9,114.00 for the year.</p>
<b>Medicare Tax</b>	<p>Both employees and employers are taxed 1.45% on all earnings.</p>
<b>Student Employment Requirements</b>	<p>Paid student employees must be registered for at least six credit hours in each term they work.</p> <p>Student employees are exempt from FICA taxes (Social Security &amp; Medicare). Those not registered for six credit hours or more are subject to FICA.</p>
<b>Public Employees Retirement System (PERS)</b>	<p>Contact PERS directly for information or counseling:</p> <p><u>General Information</u>: 503-598-PERS        11410 SW 68<sup>th</sup> Parkway, P. O. Box 23700        Tigard, OR 97231-3700</p> <p><u>Counseling Center</u>: 503-378-3730        800 Summer Street NE        Salem, OR 97310</p>
<b>Tax Shelter Annuity (TSA) and Deferred Compensation Plans</b>	<p>Elective deferral limit: \$20,500.</p> <p>For age 50 and older: An additional \$6,500.</p> <p>A list of accepted companies and enrollment forms are available at HR.</p>
<b>Direct Deposit</b>	<p>Available to all employees, including student employees.</p> <p>If you would like your net earnings deposited at your financial institution, complete the Direct Deposit Authorization (DDA) form and submit it to Payroll. The DDA is available in the Employee Hub or the HR page of the Employee Dashboard. Printed forms are also in Human Resources.</p> <p><u>Please note</u>: Direct deposit is available for one bank account at a time. Provide a voided check or document from your financial institution to avoid the two-month waiting period. Without documentation, the first pay period is a pre-notification for your financial institution to ensure we have the correct information.</p>

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<b>Opting Out of Paper Statements</b>	<p>The option to stop receiving a paper copy of your direct deposit statement is available in My Chemeketa. Select the Employee tab, Payroll Information, then Opt-Out to activate.</p> <p><u>Important:</u> Verify with your bank that funds have been deposited before trying to withdraw them.</p>
<b>Payroll Advances</b>	<p>Available to all employees, including students, to assist with unexpected financial situations.</p> <p>There is a limit of one payroll advance per month, paid within 2 business days of the request, between the 5<sup>th</sup> and 15<sup>th</sup> of the month.</p> <p>Forms are available in the Employee Hub or HR.</p>

## 2022 Payroll Schedule

January	31
February	28
March	31
April	29
May	31
June	30
July	28
August	31
September	30
October	31
November	30
December	29

## 2022 Holiday Schedule

Martin Luther King Jr. Day	January 17, 2022
President's Day	February 21, 2022
Memorial Day	May 30, 2022
Juneteenth	June 20, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veterans' Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Day After Thanksgiving	November 25, 2022
Day before Christmas Eve	December 23, 2022
Day after Christmas Day	December 26, 2022
Day before New Year's Eve	December 30, 2022
Day after New Year's Day	January 2, 2023

**Summer Schedules:** Summer schedules vary. Many CCC staff work 9-hours days, Monday through Thursday, with Fridays off in July and August. Check with your supervisor or Payroll for more information.

Please review your collective bargaining agreement or handbook for additional information about holidays based on your classification.

Payroll is here to help you. Please contact us when you have payroll questions or concerns. We are located at Human Resources in Building 2, Room 214, and can be reached at 503-399-5013 or [payroll@chemeketa.edu](mailto:payroll@chemeketa.edu).

### Your Payroll Team

Savanna Mullan	Payroll Manager
Collene Keena	PERS & Payroll Coordinator
Becki Gann	Payroll Specialist
Angel Manzo	HR Specialist
Amy McKinley	Payroll Technician

**Location:** 4000 Lancaster Drive NE, Salem, OR  
**Mailing Address:** PO Box 14007, Salem, OR 97309-7070  
**General Information:** 503.399.5000

**Payroll:** 503-399-5013  
[payroll@chemeketa.edu](mailto:payroll@chemeketa.edu)  
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