

**2019 PAYROLL INFORMATION AT CHEMEKETA
503-399-5013**

- **Payday** is the last working day of the calendar month that the College is open for business services.
- **Cutoff date** for payroll input is the 15th of each month (or the **work day preceding** if the 15th falls on a Saturday, Sunday, or Holiday). This includes timesheets and contract changes.

See schedule below for payday and cutoff dates.

- **Paychecks** will be mailed 1 to 2 days before payday so that they may be received on payday.
- **Mailing addresses** appear on all paychecks. Check for accuracy and notify payroll if incorrect. **The Post Office will not forward paychecks if the address is incorrect.**
- **Absence reporting forms or a salmon colored timesheet** must be completed by all salaried employees by the 15th of each month. Absences should be entered legibly in hours, not x's. Time should be reported to the decimal point of a minute (i.e., 3.25 is 3 hours and 15 minutes).
- **Time sheets** are color coded for particular classifications of employees:

Cream	For hourly/on call employees, part time instructors not paid on contract and for reporting overtime or additional time for full-time salaried employees.
Salmon	For part time salaried employees working less than 40 hours per week
Blue	For department-funded students
Yellow	For on-campus work study students

Please use the correct color of paper when reporting time as noted above to avoid delay in payment.

Both employee and supervisor must sign all time sheets and absence report forms.

- **Department-funded students** must be registered for at least 6 credit hours; those who aren't registered for 12 credit hours or more are subject to FICA taxes, which will be deducted from the paycheck according to the Internal Revenue Service rules.
- **Supplemental wages** are compensation paid in addition to the employee's regular wages. They include, but are not limited to: bonuses, overtime pay, severance pay, awards, back pay, retroactive pay increases and comp time pay for classified employees. When a separate check is required to pay supplemental wages, federal income tax will be withheld at one of the following two options:
 1. Withhold at a flat rate of 22% starting in 2018
 2. Add the supplemental and regular wages for the current month and then calculate the income tax withholdings as if the total were a single payment.
- 2019 employment tax rates and wage bases:

Social Security Tax Normally 6.20% for employee and employer each on a wage base of \$132,900 for maximum withholding of \$8,239.80 for the year.

Medicare Tax 1.45% for employee and employer each. All wages are subject to Medicare withholdings.

- **PERS** inquiries for general information or personal counseling should be requested directly from the Public Employees Retirement System.

General information: 11410 SW 68th Parkway, P.O. Box 23700, Tigard OR 97231-3700
503.598.PERS

Counseling Center: 800 Summer Street NE, Salem OR 97310, 503.378.3730,

- **Tax Shelter Annuity (TSA) and Deferred Compensation plans** are available to all employees. A list of accepted companies and the enrollment forms are available in the payroll office. The elective deferral limit for 2019 is \$19,000 and the catch up contribution limit is an additional \$6,000 if age 50 or older in the year 2019.

- **Payroll advances** are available to all employees, including students, to assist with unexpected financial situations. A maximum of two emergency pay advances per fiscal year may be requested and are subject to approval. Request forms are available in the payroll office.

A third and final request in any fiscal year will require a statement acknowledging this is the last one for the current fiscal year. The amount of an advance is limited as explained on the request form. A \$5 fee will be charged for each advance.

All requests must be submitted to the payroll office between the 5th and the 15th of the month or before if the 15th falls on the weekend. Checks are processed Tuesdays and Thursdays. Requests must be submitted by noon the day before processing.

- **Direct deposit** is available to all employees, including students. If you would like your net earnings automatically deposited at your financial institution each month, complete a direct deposit form. The forms are available in the Human Resources office or on the Human Resources page on the Employee Dashboard. Expect it to take up to two pay periods to set up a direct deposit. The first pay period is a pre-notification. The second pay period the funds should be electronically transferred to your financial institution. The option to elect to stop receiving a paper copy of the direct deposit statement is on My Chemeketa. Select the "Employee" tab, then the payroll information menu.

NOTE: Completed paper work must be submitted to payroll by the 15th of each month to be included on the paycheck in the month in which it is received.

We are here to help you in Payroll. We are located in Building 2, Room 214; or call us at 503.399.5013 or email us at payroll@chemeketa.edu. Gloria Phipps...Payroll Manager, Amy McKinley...payroll information, records, & verifications, Collene Keena...PERS, salaried, & students, Edith Manuel...part time instructors, & part-hourly employees

2019 PAYROLL SCHEDULE

	PAYDAY	CUT OFF DATE TO SUBMIT FOR INPUT
JANUARY	31	15
FEBRUARY	28	15
MARCH	29	15
APRIL	30	15
MAY	31	15
JUNE	28	14
JULY	31	15
AUGUST	29	15
SEPTEMBER	30	13
OCTOBER	31	15
NOVEMBER	27	15
DECEMBER	30	12

2019 HOLIDAY SCHEDULE FOR THE COLLEGE

New Year's Day	January 1, 2019
Martin Luther King Jr. Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans' Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day After Thanksgiving	November 29, 2019
Christmas Eve	December 24, 2019
Christmas Day	December 25, 2019
New Year's Eve Day	December 31, 2019
New Year's day	January 1, 2020

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