

2021 PAYROLL INFORMATION AT CHEMEKETA
Telephone: 503-399-5013 or Email: payroll@chemeketa.edu

- **Payday** is the last working day of the calendar month that the College is open for business services.
- **Paychecks** will be mailed 1 to 2 days before payday so that they may be received on payday.
- **Electronic Timesheets** are emailed monthly to all employees to request reporting of absences and hours worked. Please watch for the email after the 10th of the month and complete the electronic form(s) that corresponds to each of your positions to avoid delay in payment. Supervisors must approve all timesheets and absence report forms. Time should be reported to the decimal point of a minute (i.e., 3.25 is 3 hours and 15 minutes).
- **Mailing addresses** appear on all paychecks. Please check for accuracy and notify payroll if your address is incorrect. **The Post Office will not forward paychecks if the address is incorrect.**
- **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 regulations issued Internal Revenue Service.
- 2021 employment tax rates and wage bases:

Social Security Tax is normally 6.20% for employee and employer each on a wage base of \$142,800 for maximum withholding of \$8,853.60 for the year.

Medicare Tax is .45% for employee and employer each. All wages are subject to Medicare withholdings.

- **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 2021 is \$19,500 and the catch-up contribution limit is an additional \$6,500 if age 50 or older in the year 2021.
- **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
- **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 (July – June) 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 a day the College is closed for business, except as noted below in the payroll schedule. Checks are issued once per week (on either a Tuesday or a Thursday). 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, and on the Human Resources page on the Employee Dashboard, and Employee Information Hub. 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. Verify with your bank that funds have been deposited before trying to withdraw them.
- 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, to see the opt out option.

We are here to help you in Payroll. We are located in Building 2, Room 214; or call 503.399.5013, or email payroll@chemeketa.edu. Contacts in payroll are Collene Keena, PERS & payroll; Terry Walther, payroll; and Amy McKinley, payroll information, records, & verifications.

2021 PAYROLL SCHEDULE

	PAYDAY	CUT OFF DATE TO SUBMIT FOR INPUT
JANUARY	29	15
FEBRUARY	26	16
MARCH	31	15
APRIL	30	15
MAY	28	14
JUNE	30	15
JULY	29	15
AUGUST	31	16
SEPTEMBER	30	15
OCTOBER	29	15
NOVEMBER	30	15
DECEMBER	29	15

2021 HOLIDAY SCHEDULE FOR THE COLLEGE

New Year's Day	January 1, 2021
Martin Luther King Jr. Day	January 18, 2021
President's Day	February 15, 2021
Memorial Day	May 31, 2021
Independence Day Observed	July 5, 2021
Labor Day	September 6, 2021
Veterans' Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Day After Thanksgiving	November 26, 2021
Day before Christmas Eve	December 23, 2021
Christmas Eve Day	December 24, 2021
Day before New Year's Eve Day	December 30, 2021
New Year's Eve Day	December 31, 2021

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