



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY 6013

TITLE:	Payroll
CODE:	6013
DATE ADOPTED:	October 16, 1991
DATE REVIEWED:	Nov 2010; Nov 2023
DATE AMENDED:	Dec 2010; Dec 2023

- A. The Southwestern Illinois College Board of Trustees authorizes the Human Resources Office to place full time and part-time college personnel on the college payroll upon receipt of the appropriate documentation.
- B. Compensation shall be paid twice a month at the rate specified in the appropriate collective bargaining agreement, personnel policy manual or individual employment contracts. The Payroll Office has prepared a Payroll Due Date Schedule that lists paperwork and timesheet due dates for each payroll along with the dates they will be paid and will post it annually on the [payroll departments webpage](#).
- C. The Board of Trustees strongly encourages the use of Direct Deposit in lieu of paper paychecks. The Direct Deposit paycheck shall be available at the bank of choice on pay day. Paper paychecks shall be available for in-person pick up in the payroll office on the designated pay date. All employees can view their paystub information online through the Employee Self Service link of [InfoShare](#).
- D. The Payroll Office will withhold the required amounts for federal and state income taxes, for Medicare and for OASDI or for the retirement system in accordance with applicable current statutes. The Payroll Office will withhold voluntary and catch up payroll deductions in accordance with the employees authorized paperwork or the applicable collective bargaining agreement.
- E. Full Time Faculty and Full-Time Administrators will report all absences/leave usage on Full-time Faculty Absentee forms or electronic timesheets. Classified Personnel, Hourly Part-Time employees, and Student workers will record all hours worked and all leave used (if eligible as defined in each Board approved contract or personnel policy manual) on their timesheet. Part time employees are permitted to work 30 hours a week except for those “grandfathered” by the Human Resource Office. Students are permitted to work up to 20 hours per week when classes are in session in the Fall and Spring semesters and up to 30 hours during the Summer semester and break periods. Student workers and AmeriCorps participants cannot be simultaneously employed by the college in any other capacity than Student worker or AmeriCorps participant. They may be employed in another capacity following completion of their assignment as a student worker or



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AmeriCorps participant. All time must be submitted to the Payroll Office by the dates indicated on the Payroll Due Date Schedule.

- F. Overtime payments for full time employees classified as Custodial, Maintenance, Office and Technical, Public Safety, or SWIC Educational Employees personnel are made on a one pay period lag basis. This means that time worked between the 1st and the 15th is paid at the end of the month. Time worked between the 16th and the end of the month is paid on the first payroll of the following month.
- G. Any questions regarding pay should be directed to the Payroll Office.