

Responsible Office: Human Resources
Applies to: Faculty, Staff and Student Workers
BOT Approved: 10/15/2024

Policy:

It is the policy of Rhodes State College to comply with all applicable state and federal laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Ohio Minimum Wage Law. Rhodes State College will not make pay deductions that violate federal or state laws.

Guidelines:

- I. Definitions – N/A**
- II. Direct Deposit:**
Employee pay shall be in the form of direct deposit to the financial institution of their choice. The College pays employees by direct deposit, except where prohibited by law; in which case, a paper check will be issued. Employees making changes to a bank account and new employees may receive a paper check for their first pay.
- III. Payroll Schedule:** Employees are paid according to their exempt / non-exempt classification. Non-exempt employees are paid in arrears biweekly every other Friday. Exempt employees are paid current monthly on the last day of the month. If the last day of the month falls on a weekend or holiday, payroll will occur the prior business day. Employees classified as an adjunct are paid monthly over the timeframe of their assigned courses.
- IV. Paycheck Review:**
Employees can view and print their electronic pay stub via STARS. Any employee who thinks there is an error in their wages or benefits should immediately contact the Office of Human Resources.
- V. Payroll Deductions:**
Payroll deductions are authorized for legally required deductions. An employee may personally authorize a voluntarily deduction with proper documentation. Any employee who thinks the College made an unauthorized deduction should immediately contact the Office of Human Resources.
- VI. Transition from Monthly to Biweekly Payroll Schedule:**
In the event an employee transitions from being paid on a monthly (current) to biweekly (arrears) basis, a “no hardship check” in the amount of the employees current FTE for a

two week period will be provided by the College, if the employee requests, to bridge the gap in payroll. If the College provides a “no hardship check” to an employee it needs to be repaid to the College in one of two ways:

- a. When the employee terminates employment with the College the employee’s final pay will be withheld the net amount of the hardship pay.
- b. The employee can repay the College the net amount of the hardship pay over a 6 month period via payroll deduction.

VII. Transition from Biweekly to Monthly Payroll Schedule

In the event an employee transitions from being paid on a biweekly (arrears) to monthly (current) basis the employee will be paid a final biweekly check and then transition to a monthly pay in accordance with the pay schedule.

References:

[Department of Labor](#)

Related Policies or Procedures:

N/A

History:

	Date:	Reason:
Issued:	9/22/2024	BOT approved Fair Labor Standards & Wage Payment Policy 6.16
Revised:	10/15/2024	Replaces Fair Labor Standards & Wage Payment Policy 6.16 (provides updated practices regarding College Payroll)
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.