



Policy # HR.Payroll.415  
Payroll and Timekeeping  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
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Scope: Non-Faculty Employees  
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## **PAYROLL AND TIMEKEEPING**

### **Pay Periods**

Payday is every other Friday and covers the two weeks ending at midnight on the preceding Sunday. If the regular payday falls on a holiday, checks will be made available on the previous workday. A pay week is a period of seven days beginning at 12:01 am on Monday and ending at Midnight the following Sunday. Every effort is made to avoid errors in your paycheck. If an error should occur, notify the Accounting Office so that an appropriate adjustment can be made.

### **Payroll Deductions and Personal Status**

Federal Income Tax, Social Security, state and local income tax will be withheld from the employee's paycheck. The amount of Federal Income Tax withheld is calculated from the status and number of exemptions claimed on the employee's W-4 form. If there are any changes in status or exemptions the employee must complete a new W-4. Employees who live within the five boroughs of New York City must also complete the New York State IT-2104 form in order to ensure appropriate withholding of New York City taxes.

Deductions for insurance premiums while on a leave of absence can also be arranged.

It is the employee's responsibility to inform the Human Resource Department of any changes to the employee's personal information (marital status, address, phone number, etc.).

### **Garnishment of Wages**

A garnishment is a legal deduction of a specified sum from wages to satisfy a creditor. If Molloy University receives legal documents requesting to garnish an employee's wages, NY State requires that the University complies.

### **Time and Attendance**

All employees are responsible for submitting their time worked on a bi-weekly basis. These records serve as formal documentation of the employee's hours worked and are used to track paid time off. Additionally, time records are considered legal documents and can be subpoenaed as records in legal proceedings such as workers compensation cases and unemployment hearings.

Failure to properly record each day's activities could result in missed pay for the employee. Any irregularity or falsification of time records will be considered a serious violation of university policies

and may also be considered a violation of law. The recording of another employee's time worked is only permitted by the supervisor or Human Resource Department.

Each day employees must track when they arrive at work and when they leave for the day and/or absence code. At the end of each pay period, the employee should submit their timecard for their supervisor's approval. Employees should also report any remote work hours on their biweekly timecard.

## **Social Security**

Social Security benefits are provided to all employees of the University. The cost of these benefits is paid equally by the University and the employee. The employee's share is deducted through a payroll deduction, with a matching share contributed by the University, as required by law.

In brief, the Social Security Act provides benefits in the following five areas:

- Lump sum at death;
- Survivor payments;
- Disability income;
- Retirement income; and
- Medicare coverage.

For information concerning the benefits available under the Social Security Act, contact the local Social Security Office.