

Employee Paychecks



Policy Number: 02.017	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to all exempt Antioch College employees.			

I. Introduction

The purpose of this policy is to ensure the appropriate handling, and timely distribution, of paychecks to University employees.

II. Policy

- A. Antioch College hourly and salaried employees will be paid bi-weekly for all the time you have worked during the past pay period.
- B. All employees will have access to Paycor.com to view pay stubs, W-2's and other important benefit and College information.
- C. Your payroll stub itemizes deductions made from your gross earnings. By law, the College is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.
- D. If you believe there is an error in your pay, bring the matter to the attention of the Chief Human Resources Officer or his/her designee immediately so the College can resolve the matter quickly and amicably.
- E. Antioch College strongly encourages employees to use direct deposit. Authorization forms are available from the Office of Human Resources.
- F. Antioch College does not permit advances on paychecks