



**Rowan College
of South Jersey**

Policy: 6009
Title: **PAYROLL**
Area: Finance
Approved: 07/01/19
Revised: 03/19/24

It is the policy of the College that all employees on both Gloucester and Cumberland campuses are paid on a bi-weekly pay period basis. Direct Deposit is mandatory for all RCSJ employees per the mandate set by the State of New Jersey.

For all College employees, an official personnel file is established and maintained in Human Resources that includes payroll data such as Form W-4, Employee Federal Withholding Certificate, approved salaries and payroll account distribution.

Automatic deductions from an employee's paycheck and other related payroll functions are detailed in administrative procedures.

Guidelines for compensatory time for both exempt and non-exempt employees as well as overtime compensation can be found in administrative procedure *6009 Payroll*.

In the event of a conflict with a collective bargaining agreement, the agreement will govern.

References:

Rowan College of South Jersey Administrative Procedure, *6009 Payroll*

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