

**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: PAYROLL	Policy Number: 6-2-101
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy:	
Associated ATC Procedure: 6-2-101.1	

Approved: *Jessie Winsor* President *Carlos Garcia* Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: _____

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Aiken Technical College will produce a monthly payroll in accordance with State Board for Technical and Comprehensive Education policies and procedures, the South Carolina State Human Resources regulations, and Aiken Technical College procedure 6-2-101.1.

Payroll deductions will be made by Aiken Technical College as mandated by local, state, and federal statutes. Voluntary deductions may be authorized by the employee, providing that the deduction is allowable by the State Board for Technical and Comprehensive Education following Aiken Technical College procedure 6-2-101.1.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		