

Holiday Payroll Submissions

Due to the holiday period when the college will be closed from Dec. 23 through Jan. 2, payroll for the Dec. 29th paycheck will be processed on Dec. 20th. This will require early submission of PT hours and early approval by supervisors. These paychecks will be mailed on Dec. 28th. Please consider enrolling in direct deposit as an alternative to paper checks.

Please follow these guidelines:

To all part time staff using the employee portal to record hours worked: It is imperative that you enter all hours worked for the 2 week pay period beginning December 4th through December 17th no later than December 17th. All supervisors must approve PT staff hours on the portal by 10 a.m. on Monday, December 19th.

To all supervisors who approve part time employee hours (for the pay period Dec. 4 through Dec. 17):

- For those part time hours submitted through the portal, it is imperative that you approve hours no later than 10 a.m. on Monday, December 19th.
- For those part time hours that require manual time sheets, approved manual sheets must be dropped off to the payroll department no later than 9 a.m. on Monday, December 19th.

Please use the secure drop off slot outside the accounting window in AD 128.

We greatly appreciate your cooperation.

Please call the payroll department at ext. 3260, 3261 or 3262 if you have any questions.

Calendar Year 2017 Changes:

Please be aware that in 2017 the college will no longer be withholding PA state tax for those employees living in PA as the tax reciprocity agreement between PA and NJ was rescinded beginning January 1, 2017. ***All PA residents must complete a NJ State W4 withholding form no later than December 9th, 2016.*** Forms are available on MLink under Human Resources/HR Forms (Hiring Full- and Part-Time NJ-W4 or can be picked up from the accounting office in AD 128.

The NJ State minimum wage was increased to \$8.44 per hour from \$8.38 effective January 1, 2017. Employees currently making \$8.38 will be adjusted accordingly in 2017.

Also, any changes in your health care premiums that take effect on January 1, 2017, will also be reflected in your first and subsequent pays of 2017.