



SPARTANBURG METHODIST COLLEGE

WAGE PAYMENT FORM

EMPLOYEE: _____ POSITION: _____

- 1. Status: Full time Part time Adjunct 2. FLSA: Exempt Non-exempt

In compliance with Section 41-10-30 of the S.C. Code of Laws, 1976, as amended, you are hereby notified of the terms of employment.

- 3. Hours of Work: Normal office hours at SMC are 8:00AM to 5:00PM Monday through Thursday and 8:00AM to 1:30PM on Friday during the academic year. Summer hours may vary from this schedule. Some areas do not conform to this schedule and some employees may work less than a fulltime schedule.
4. Pay Schedule: Monthly Bi-Weekly Adjunct
5. Place of Payment: Business Office
6. Type of Payment: Direct Deposit
7. Time of Payment: (see below) Day of Payment: (see below)
8. Deductions made from wages include:
a. Authorized payments to insurance and other benefit programs as determined by Employee coverage selections.
b. Appropriate Federal, State, FICA, and Medicare Taxes
c. Any court ordered deductions (i.e. tax levies, child support)
d. Any other amounts due to Spartanburg Methodist College

For faculty and staff on monthly payroll, Direct Deposits are normally released in the Business Office on the 20th of each month. If the 20th falls on a Saturday, Sunday, Direct Deposits will be released on the Friday prior to the 20th.

Adjunct instructors are paid on the monthly payroll as indicated in their letters of employment during the period in which they are teaching.

Hourly employees are paid on a bi-weekly basis for the two-week period Sunday to Saturday. Completed timesheets with any sick leave, vacation leave, and/or holiday pay must be received by 9:00AM in the Business Office on the Monday following a completed pay period. Direct Deposits are released on the Thursday following the close of pay period. Payment for timesheets turned in after 9:00AM on the Monday following a completed pay period may be delayed until the following pay period.

If any scheduled pay day falls on a banking holiday, the payroll will be issued the prior day.

This document is intended to comply with the requirements of the South Carolina Wage Payment Law Ann. 41-10-30 et seq. IT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME AND PROMISES NO SPECIFIC RULES, REGULATIONS, POLICIES, PROCEDURES OR TERMS OR CONDITIONS OF EMPLOYMENT.

IN THE EVENT THAT CIRCUMSTANCES BEYOND THE COLLEGE'S CONTROL RESULT IN THE COLLEGE BEING UNABLE TO COMPLY WITH THE REQUIREMENTS DETAILED ABOVE, THE COLLEGE WILL REMEDY THE PROBLEM WITHIN A REASONABLE TIME FRAME.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Employee Signature Date
Employer Signature Date