

MAINE COMMUNITY COLLEGE SYSTEM

**FINANCIAL AFFAIRS
Section 704**

SUBJECT: PAYROLL ADMINISTRATION

PURPOSE: To establish a uniform payroll practices throughout the Maine Community College System

A. Introduction

The Maine Community College System recognizes its obligations to comply with certain laws and regulations governing the administration of pay. The System shall pay its employees regularly, not less than biweekly, and shall make authorized deductions that comply with state and Federal regulations for items that include, but are not limited to, withholding of appropriate taxes, garnishments, the employee's share of health insurance, and certain reimbursement accounts as authorized by the employee and that are consistent with state and Federal tax regulation. The System shall not unlawfully withhold pay from any employee.

B. Employee Travel for System Business

The System shall pay advancements and reimbursements for employee travel that is properly approved and documented under the System's procedures for the payment of travel expenses.

REFERENCES: 20-A M.R.S.A. §12706(5) and (11)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: November 29, 2012