

Notice Affirmative Action Plan for Disabled Persons

The Affirmative Action Plan for Disabled Persons, Disabled Veterans and Veterans of the Vietnam Era is available for inspection in the Office of Equal Opportunity Programs, Room 805, 1600 Hampton Street, Columbia, S.C., between 8:30 a.m. and 4:30 p.m., Monday through Friday.

This notice is posted in compliance with 41 CFR 60-250.5(c) and 60-741.5(d).

Notice of Normal Working Hours

The normal working hours of most full-time employees of the University of South Carolina are Monday through Friday, 8:30 a.m. to 5:00 p.m. Part-time employees will be scheduled as needed. All employees are subject to working other hours and other days as may be necessary.

Paychecks are distributed each pay period (15th & 30th) in your home department. If the 15th or 30th falls on a weekend or a University Holiday you will be paid the last working day prior to the 15th or 30th.

This notice does not constitute a guarantee of hours to be worked.

This notice is posted in compliance with the South Carolina State Wage Payment Law.

Payroll/Human Resources – January 1, 2014, through June 30, 2014

Pay Period Ending	Date Checks Distributed	Deadline for Paperwork to be in Human Resources	Deadline for Pay Data to be in Payroll (Exclusive of Time Cards)	"H" Time Cards Paid Through Week Ending
January 15 31	January 15 31	December 20 January 17	January 06 9:00 A.M. 22 9:00 A.M.	December 28 2 weeks January 18 3 weeks
February 15 28	February 14 28	January 31 February 14	February 05 9:00 A.M. 19 9:00 A.M.	February 01 2 weeks 15 2 weeks
March 15 31	March 14 31	February 28 March 17	March 05 9:00 A.M. 20 9:00 A.M.	March 01 2 weeks 15 2 weeks
April 15 30	April 15 30	April 01 16	April 04 9:00 A.M. 21 9:00 A.M.	March 29 2 weeks April 12 2 weeks
May 15* 31	May 15 30	May 01 16	May 06 9:00 A.M. 21 9:00 A.M.	May 03 3 weeks 17 2 weeks
June 15 30	June 13 30	May 30 June 10	June 04 9:00 A.M. 13 9:00 A.M.	May 31 2 weeks June 14 2 weeks

Departments should allow sufficient time for paperwork to be received by the Division of Human Resources so that it may go through proper channels and reach payroll by the specified deadlines.

*May 15 is the date of the last regular paycheck for academic year 2013-2014 for faculty on nine-month appointments.

NOTE: All time sheets are to be submitted and approved by 12:00 noon, Monday, following the week just ended, unless otherwise requested.

Hourly Employee Pay Schedule January 2014 through June 2014

<u>Payday</u>	<u>Week Endings Being Paid</u>
January 15	12/21 and 12/28
January 31	1/4, 1/11 and 1/18
February 14	1/25 and 2/1
February 28	2/8 and 2/15
March 14	2/22 and 3/1
March 31	3/8 and 3/15
April 15	3/22 and 3/29
April 30	4/5 and 4/12
May 15	4/19, 4/26 and 5/3
May 30	5/10 and 5/17
June 13	5/24 and 5/31
June 30	6/7 and 6/14

Employees may access their Statement of Deposit and Earnings (paystubs) electronically via the "Past Paycheck" feature on VIP at <http://www.vip.sc.edu>.