

# 2023 Payroll Information



<b>Pay Dates</b>	<p>Pay Day is the last working day of the calendar month that Chemeketa Community College (CCC) is open for business services.</p> <ul style="list-style-type: none"> <li>• <u>Paychecks</u>: Mailed 1 to 3 days prior to Pay Day.</li> <li>• <u>Direct deposits</u>: Received on Pay Day.</li> </ul>
<b>Electronic Timesheets</b>	<p><u>Reporting Hours Worked &amp; Absences</u>: As a current working employee at CCC, you receive an email every month with timesheet information.</p> <ul style="list-style-type: none"> <li>• Complete the electronic form(s) that correspond with each of your positions by the due date to avoid delay in payment.</li> <li>• Report time to the decimal point of a minute. For example: 3 hours, 15 minutes is 3.25 hours. Your supervisor(s) will review and approve the timesheet(s) that you submit.</li> </ul>
<b>Social Security Tax</b>	<p>Both employees and employers are taxed 6.20% on wages earned. The limit on earnings subject to Social Security tax is \$160,200.</p>
<b>Medicare Tax</b>	<p>Both employees and employers are taxed 1.45% on all earnings.</p>
<b>Student Employment Requirements</b>	<p>Paid student employees must be registered for at least six credit hours in each term they work.</p> <ul style="list-style-type: none"> <li>• Student employees are exempt from FICA taxes (Social Security &amp; Medicare). Those not registered for six credit hours or more are subject to FICA.</li> </ul>
<b>Public Employees Retirement System (PERS)</b>	<p>Contact PERS directly for information or counseling:</p> <ul style="list-style-type: none"> <li>• <b>General Information:</b> 503-598-PERS 11410 SW 68<sup>th</sup> Parkway, P. O. Box 23700 Tigard, OR 97231-3700</li> <li>• <b>Counseling Center:</b> 503-378-3730 800 Summer Street NE Salem, OR 97310</li> </ul> <p>For more information: <a href="https://www.oregon.gov/PERS/Pages/index.aspx">https://www.oregon.gov/PERS/Pages/index.aspx</a> You can also visit PERS under Benefits on our Chemeketa Connects website: <a href="https://chemeketa0.sharepoint.com/sites/hr-benefits-new/SitePages/PERS.aspx?ga=1">https://chemeketa0.sharepoint.com/sites/hr-benefits-new/SitePages/PERS.aspx?ga=1</a></p>
<b>Tax Shelter Annuity (TSA) and Deferred Compensation Plans</b>	<p><u>Elective deferral limit</u></p> <ul style="list-style-type: none"> <li>• Under 50: \$22,500</li> <li>• 50 and older: \$30,000</li> </ul> <p>For more information: <a href="https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-403b-contribution-limits">https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-403b-contribution-limits</a> You can also visit TSA &amp; Deferred Compensation on our Chemeketa Connects website: <a href="https://chemeketa0.sharepoint.com/sites/hr-benefits-new/SitePages/TSA-%26-Deferred-Compensation.aspx?ga=1">https://chemeketa0.sharepoint.com/sites/hr-benefits-new/SitePages/TSA-%26-Deferred-Compensation.aspx?ga=1</a></p>
<b>Direct Deposits</b>	<p>Direct deposit is available to all employees, including student employees.</p> <ul style="list-style-type: none"> <li>• If you would like your net earnings deposited at your financial institution, complete the Direct Deposit Authorization (DDA) form and submit it to Payroll.</li> <li>• Printed forms are also in Human Resources.</li> <li>• Pay statements are available through My Chemeketa or upon request at HR.</li> <li>• <b>ALWAYS VERIFY</b> with your bank that funds have been deposited before trying to withdraw them.</li> </ul> <p>The DDA is available under Paychecks, Direct Deposits &amp; Earning Statements on our Chemeketa Connects website: <a href="https://chemeketa0.sharepoint.com/sites/hr-payroll/SitePages/Paychecks-and-Direct-Deposits.aspx">https://chemeketa0.sharepoint.com/sites/hr-payroll/SitePages/Paychecks-and-Direct-Deposits.aspx</a></p>

Location: 4000 Lancaster Drive NE, Salem, OR  
Mailing Address: PO Box 14007, Salem, OR 97309-7070  
General Information: 503.399.5000

Payroll: 503-399-5013  
payroll@chemeketa.edu  
**chemeketa.edu**

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<b>Mailing Address</b>	<p>The Post Office will not forward your paycheck if the address is incorrect. <b>NOTIFY HR WHEN YOUR ADDRESS AND OTHER CONTACT INFORMATION UPDATES.</b></p> <p>Contact Information Change forms are available on our Chemeketa Connects website:  <a href="https://chemeketa0.sharepoint.com/sites/hr-payroll/Forms/Forms/AllItems.aspx?id=%2Fsites%2Fhr%2Dpayroll%2FForms%2FContact%20Information%20Change%202022%2E4%2Epdf&amp;parent=%2Fsites%2Fhr%2Dpayroll%2FForms&amp;p=true&amp;ga=1">https://chemeketa0.sharepoint.com/sites/hr-payroll/Forms/Forms/AllItems.aspx?id=%2Fsites%2Fhr%2Dpayroll%2FForms%2FContact%20Information%20Change%202022%2E4%2Epdf&amp;parent=%2Fsites%2Fhr%2Dpayroll%2FForms&amp;p=true&amp;ga=1</a></p>
<b>Payroll Advances</b>	<p>Emergency Payroll Advance requests are available to all employees, including students, to assist with unexpected financial situations.</p> <ul style="list-style-type: none"> <li>There is a limit of one payroll advance request per month available between the 5<sup>th</sup> and 15<sup>th</sup> of the month. If approved, you will receive the advance paid within 2 business days of the request.</li> </ul> <p>The Pay Advance form is available is under Pay Advances on our Chemeketa Connects website:  <a href="https://chemeketa0.sharepoint.com/sites/hr-payroll/SitePages/Pay-Advances.aspx">https://chemeketa0.sharepoint.com/sites/hr-payroll/SitePages/Pay-Advances.aspx</a></p>

## 2023 Payroll Schedule

January	31
February	28
March	31
April	28
May	31
June	30
July	31
August	31
September	29
October	31
November	30
December	29

## 2023 Holiday Schedule

Day After New Year's	January 2, 2023
Martin Luther King Jr. Day	January 16, 2023
President's Day	February 20, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Veterans' Day	November 10, 2023
Thanksgiving	November 23 – 24, 2023
Christmas Day	December 25, 2023
Day after Christmas	December 26, 2023

Hourly employees:	Reports work and leave from the 16 <sup>th</sup> – 15 <sup>th</sup> . Paid for the 16 <sup>th</sup> – 15 <sup>th</sup> or hours reported. <i>Example: May 16 – June 15</i>
Salaried employees:	Reports from the 16 <sup>th</sup> – 15 <sup>th</sup> . Paid from the first to end of the payroll month.

**Summer Schedules:** Summer schedules vary. Many CCC staff work 9-hours days, Monday through Thursday, with Fridays off in July and August. Check with your supervisor or Payroll for more information.

Please review your collective bargaining agreement or handbook for additional information about holidays.

Payroll is here to help you. Please contact us when you have payroll questions or concerns. We are located at Human Resources in Building 2, Room 214, and can be reached at 503-399-5013 or [payroll@chemeketa.edu](mailto:payroll@chemeketa.edu).

### Your Payroll Team

Savanna Mullan	Payroll Manager
Becki Gann	Payroll Specialist
Collene Keena	PERS/Benefits Specialist
Karen Gooley	HR Specialist
Angel Manzo	HR Specialist

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