

Policy Title: Payroll and Payroll Deduction

Impact: Employees

Responsibility: Human Resources

Effective Date: 12/16/2015

Revised Date: 02/26/2025

Reviewed Date: 02/26/2025

Relates to Procedure: 3.02.19

Legal Citation(s):

I. Policy Narrative

North Idaho College (NIC) has documented systems and processes to ensure employees are paid timely, accurately and legally.

NIC processes payroll as indicated on the published payroll calendar and will make all withholdings required by federal and state law. Voluntary deductions will be withheld upon appropriate authorization from the employee.

Employee Wage and Tax Statements (Form W-2) will be distributed to all employees as required by federal and state law.