

Payroll

In order to be placed on payroll, a newly hired employee must complete certain forms and questionnaires, including but not limited to a W-4 for federal and state income tax and an I-9 form to prove identity and eligibility to work in the United States. In addition, the new employee must provide Personnel Services with his/her social security number, and read and acknowledge receipt of the College's substance abuse and drug testing policies.

Paydays are scheduled every two weeks, on Wednesdays. As of January 1, 2001, the State of Maryland has made direct deposit of net pay a condition of employment.