



NCC PAYROLL CHECK DISTRIBUTION PROCESS

We take our responsibility of properly handling your payroll checks very seriously at Nashua Community College. In order to ensure legal compliance along with the security of your information, we are implementing a new procedure for our payroll check distribution process. The new process will become effective on Friday, September 2, 2016.

“LIVE” CHECKS:

For those employees that receive “live” payroll checks, **checks will be available for pick up from 8:00am to 4:30pm on each pay day from the Business Office.** Any payroll checks that have not been picked up on a given pay day will remain at the Business Office until they are picked up during regular business hours.

Employees who are not scheduled to work at the Nashua Campus during regular business hours may elect to have their payroll checks mailed to their home. Examples of these employees would include adjunct faculty who teach evening or weekend classes, maintenance staff working 3rd shift, and online instructors who have no on-campus responsibilities. Employees who are on vacation or on an approved leave of absence may also elect to have their payroll checks mailed for the specific pay dates that they are absent. **A signed request form must be completed and returned to the Human Resources Office before a payroll check will be mailed.** We will not take requests over the phone or via email (unless the completed request form is attached).

We require that employees sign the payroll check log in the Business Office to indicate that their check was received. “Live” pay checks will only be given to the employee whose name is on the check. If you authorize another person to pick up your check, you must provide the Business Office with a completed authorization form that includes the name of the person who has permission to pick up the check along with the date of the check they are receiving. The authorized person will be asked to show photo identification upon arrival. **Please note that this authorization is only good for one pay period. An updated authorization form(s) would be required for any additional pay dates.**

Please note: There will be times that the Business Office will be busy helping students when you arrive to pick up your check. They will assist you as quickly as possible, but you may have to wait for your turn. Your professional behavior will be expected and appreciated.

DIRECT DEPOSIT:

We strongly encourage all employees to participate in our direct deposit program at NCC. If you are interested in receiving your payroll checks through direct deposit, you may elect to enroll at any time through the ADP Self Service Portal. **To elect direct deposit, go to <https://portal.adp.com>.** After logging in, click on the Pay & Taxes tab and select Direct Deposit. Follow the prompts to enter your bank account information.

If you need assistance with this process, please contact the HR department at NCCHR@ccsnh.edu. Please note that it can take up to two pay cycles for the direct deposit to go into effect; therefore you will receive “live” checks until that time. Online pay statements and payroll documents are kept in the ADP system for a period of 3 years for your review.

PAPERLESS PAY STATEMENTS:

We strongly encourage NCC employees to elect the paperless pay statement process. This process allows you to receive an email notification on each pay date telling you that your pay statement is ready for you to view. This email notification comes with a link that provides access your pay statement through the ADP Self Service Portal. Online pay statements and payroll documents are kept in the ADP system for a period of 3 years for your review.

To elect the paperless option, go to <https://portal.adp.com>. After logging in, click on the Pay & Taxes tab and select Pay Statements. Click on the Go Paperless link and follow the prompts.

If you need assistance electing the paperless option, please contact the HR department at NCCHR@ccsnh.edu. If you have already elected to go paperless, but continue to receive paper pay statements, please alert the HR department.

For those employees that have elected direct deposit, but still wish to receive paper pay statements, these pay statements may be picked up in the Human Resources Office beginning on the actual pay date. The pay statements will be kept on file in the HR office for a period of 60 days. They will not be mailed unless the employee is not scheduled to work at the Nashua Campus during regular business hours or is on an approved leave of absence. A signed request form must be completed and returned to the Human Resources Office before a pay statement will be mailed.