

# MANUAL OF PROCEDURE

**PROCEDURE NUMBER:** 2134

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**PROCEDURE TITLE:** Withholding Salary Checks

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-17 All Personnel: Employment Documentation

**EFFECTIVE DATE:** October 15, 1970

**LAST REVISION DATE:** November 8, 2005; August 14, 2024


**LAST REVIEW DATE:** November 8, 2005; August 14, 2024

## **I. PURPOSE**

To require employees to submit all forms and/or documents required to complete the employment processing.

## **II. PROCEDURE**

- A. The Vice Provost, of the Division of Human Resources , or designee may authorize the Director of Payroll Services and Benefits Accounting department to withhold the salary check of an employee pending receipt of forms or documentation required to complete employee's personnel file; or pending receipt of other College property/documents or records in the possession of an employee, relating to the operation of the College, and which the employee must to return to the College.
- B. The Vice Provost of the Division of Human Resources, or designee is authorized to hold the paycheck of an employee who has given the College a check which was returned by the employee's bank. Release of the paycheck shall be made upon the employee's actual repayment of the returned check and related service charges or submission by the employee of a signed payroll deduction authorization for repayment.
- C. The release of an employee's final salary payment must be authorized by the Vice Provost of the Division of Human Resources, or designee.

	08/14/2024
<b>PRESIDENT</b>	<b>DATE</b>