



SOUTH TEXAS
COLLEGE



KEY NOTES *from the*

VICE PRESIDENT

for FINANCE AND ADMINISTRATIVE SERVICES

TO: South Texas College Faculty and Staff

FROM: **Mary G. Elizondo, MBA, CPA, CFE, CGMA**
Vice President for Finance & Administrative Services

DATE: June 6, 2024

SUBJECT: Semimonthly Payroll Implementation

As announced by the Office of the President, the College will be transitioning all employees on a monthly payroll to a semimonthly payroll. A Gap Bridging Retention Payment equal to half of each eligible full-time employee's monthly salary will be paid out on Tuesday, December 31, 2024, resulting from the conversion in January 2025 from a monthly payroll to a semimonthly payroll.

Employees should stay alert and informed of any updates. To facilitate and keep our employees informed of these changes, a website has been developed and can be accessed at the following link: [About Semimonthly Payroll](#).

Employees will have access to key information:

- Semimonthly Payroll
- Gap Bridging Retention Payment
- Frequently Asked Questions (FAQs)
- Calculator
- Resources
- Personal Finance

In addition to the website, there will be continuous faculty and staff communication, including The Spotlight Newsletters, posters in high-traffic areas, town halls, and payroll change notices via mail and email.

Thank you for your cooperation and support as we move forward with this new and enhanced process.

Please direct inquiries as follows:

- General inquiries, please email semimonthly@southtexascollege.edu
- Benefit deductions and employee leave related inquiries, please email HR_Benefits@southtexascollege.edu or call Benefits Department at 872-3804.
- Tax withholdings, garnishments, and direct deposits related inquiries, please email HR_Payroll@southtexascollege.edu or call HR Payroll Department at 872-3802.