



SOUTH TEXAS
COLLEGE



KEY NOTES *from the*

VICE PRESIDENT

for FINANCE AND ADMINISTRATIVE SERVICES

TO: South Texas College Faculty and Staff

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

DATE: 09/26/2024

SUBJECT: Payroll Schedule Change Notice – Effective January 2025

Effective January 1, 2025, South Texas College will transition all employees to a semi-monthly pay cycle, replacing the current monthly pay schedule. Pay dates will be the 15th of each month and the last business day of the month. This change is part of the College's ongoing efforts to enhance the employee experience and operational efficiencies.

Please take note of the following key dates:

- **Final Monthly Payroll Date:** December 18, 2024
- **Gap Bridging Retention Payment:** December 30, 2024
- **First Semi-Monthly Pay Date:** January 31, 2025 (Pay Period Jan. 1, 2025 – Jan. 15, 2025)

To support this transition and avoid disruptions in employee pay as part of this payroll schedule change, the Board has approved a Gap Bridging Retention Payment. This one-time payment, equal to half your monthly base gross salary, will be made on Monday, December 30, 2024. This additional payment does not have to be paid back by the employee.

Direct Deposit: The two semi-monthly net payroll payments will be deposited to the active employee elections. Action may be needed if you have multiple bank accounts.

Payroll Federal Withholding Taxation: Payroll taxation will follow IRS tax tables and adjust to semimonthly pay schedules. Action may be needed if employees have "Additional Withholding" in their current Tax Form W-4.

Voluntary Deductions: Active employee elections will automatically be split in half, resulting in two deductions each month. No employee action will be required.

Annuities (403b and Texa\$aver): For the semi-monthly payroll, employees must update their annuity elections with their providers between December 1 - 20, 2024.

Garnishments: For any garnishment-related inquiries, employees should contact the Office of Human Resources at HR_Payroll@southtexascollege.edu.



SOUTH TEXAS
COLLEGE



KEY NOTES *from the*

VICE PRESIDENT

for FINANCE AND ADMINISTRATIVE SERVICES

Informational Sessions: We invite you to register for an upcoming informational session to assist you during this transition. Registration is now open.

Date	Campus/Location	Time	Registration
November 6 th	NAH	10 am to 11 am	#343294
November 7 th	Mid-Valley	10 am to 11 am	#343295
November 8 th	Pecan	10 am to 11 am	#393297
November 11 th	Technology	10 am to 11 am	#393300
November 12 th	Starr	10 am to 11 am	#393301

Additional information and resources: For more information, please visit the South Texas College [Semimonthly Payroll Website](#).

Questions:

Department	Inquiry Type	Contact Email	Contact Phone
General	General	semimonthly@southtexascollege.edu	N/A
Benefits Department	For inquiries on benefit deductions and employee leave	HR_Benefits@southtexascollege.edu	(956)872-3804
Payroll Department	For inquiries on tax withholdings, garnishments, and direct deposits	HR_Payroll@southtexascollege.edu	(956)872-3802

We greatly appreciate your understanding and cooperation.