PAYROLL NEW EMPLOYEE ORIENTATION

WELCOME TO

PALOMAR COLLEGE

Learning for Success

Last updated on October 14, 2026

PAYROLL SERVICES
LOCATION, HOURS AND PHONE NUMBER

- **LOCATION:** San Marcos Campus, A113 – A122 (Map)
- **HOURS:**
  8:00 a.m. to 5:00 p.m. Monday through Thursday
  8:00 a.m. to 4:30 p.m. Friday
- **MAIN PHONE LINE:** 760-744-1150 Ext. 2886
- **FAX NUMBER:** 760-761-3542

  This is a dedicated fax line. It comes directly to the Payroll Services office. The faxed information is only seen by the Payroll staff.
- **Email:** payrolldepartment@palomar.edu
- **Website:** palomar.edu/payrollservices/

WHO WE ARE

Brandi Taveuveu – Manager, Budget and Payroll
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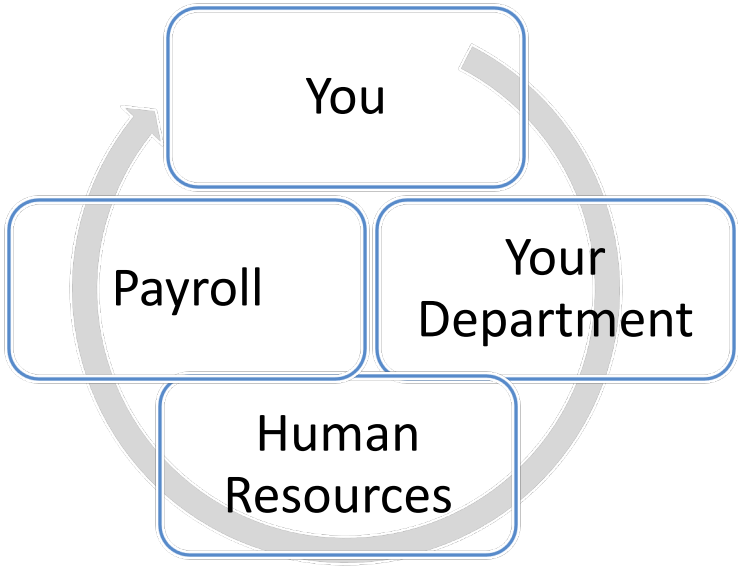
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Adriana Alvarez - Payroll Technician for Full Time and Part Time Faculty
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Vacant- Payroll Technician for Temporary and Student Employees
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THE PAYROLL PROCESS



The payroll process requires collaboration between you, your department, Human Resources and Payroll. We work as a team to make sure you are paid accurately and on time. We strive to provide you with excellent customer service to meet your payroll needs.

HOW AM I PAID?



- You are paid on a monthly basis.
- Payday is dependent upon your employment category.
- If payday falls on a weekend or a holiday, payday is the last working day prior to that date.
- Select direct deposit to bank account or receive paycheck via USPS mail.

FACULTY AND ADJUNCT

Faculty

- Paid on the last working day of the month.
- Paid monthly by contract.
- Absence Reports are due on the 1st of the month.

More Full-time Faculty payroll information can be found here:
https://www.palomar.edu/payrollservices/academic-personnel/

Adjunct

- Paid on the 20th of each month during the semester.
- Paid for number of hours per assignment divided by number of paydays covered.

More Adjunct Faculty payroll information can be found here:
https://www.palomar.edu/payrollservices/adjunct-faculty/

CLASSIFIED, CAST AND ADMINISTRATORS

- Paid on the last working day of the month.
- Absence Reports are due on the 1st of the month.
- Overtime Report & Extra Hour Reports are due on the 16th of the month.
- All other forms are due the 10th of the month.
- If you are a Supervisor, then review salary account codes, hours, and pay rates for your employee.

More Classified, CAST and Administrators payroll information can be found here:
https://www.palomar.edu/payrollservices/classified-employees/

TEMPORARY AND STUDENT EMPLOYEES

Temporary Employees

- Paid on the 10th of the month.
- Time Reports are due on the 25th of the month.

More Temporary Employee payroll information can be found here:
https://www.palomar.edu/payrollservices/temporary-employees/

Student Employees

- Paid on the last working day of the month.
- Time Reports are due on the 16th of the month.

More Student Employee payroll information can be found here:
https://www.palomar.edu/payrollservices/student-employees-2/

DEDUCTIONS

Required Deductions

- Federal Taxes - withheld in accordance to your W-4 form.
  - Effective 1/1/2020, employees will no longer be able to request adjustments to their withholding using withholding allowances.
  - Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding.
  - Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign.
  - Use IRS Tax Withholding Estimator to determine how to complete the 2020 W-4. http://www.irs.gov/W4App
- State Taxes- withheld in accordance to your DE-4 form.
- FICA Taxes (Social Security and/or Medicare)
- Retirement Withholdings - CalPERS, CalSTRS, or APPLE

Voluntary Deductions

- 403 B Retirement Plans
- 457 Deferred Compensation
- For other types of voluntary deductions contact HR.

RETIREMENT RESEARCH

Research regarding past employment and earnings for buy-back of CalPERS and CalSTRS service.

CalPERS:

888- CalPERS (or 888-225-7377)

CalSTRS:

800-228-5453

APPLE:

800-634-1178



W-2 FORMS

- W-2 forms are mailed to your address by the end of January.
- To change your mailing address, contact HR.
- For reissue of W-2, submit Duplicate W-2 form to Payroll.

https://www.palomar.edu/payrollservices/wp-content/uploads/sites/236/2014/04/w2duplication.pdf



QUESTIONS???

Visit Palomar College Payroll Services website for more information.

General Information

https://www.palomar.edu/payrollservices/general-information/

Payroll Forms

https://www.palomar.edu/payrollservices/general-payroll-forms/

THANK YOU!!