

Procedure Title:

TIMEKEEPING/PAYROLL

PROCEDURE NUMBER: 4-0-3

Policy Title:

Paydays

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work for the pay period which has ended on the previous Monday at 7:00 am. Each employee is responsible for keeping an accurate record of their actual hours worked through the approved time keeping system. Time sheets must be submitted to the Payroll Department no later than 10:00 a.m. on the Monday ending the pay period. In the event this day is a holiday, time sheets must still be submitted to the Payroll Department no later than 10:00 a.m. that day. Exceptions will be communicated to supervisors in writing by the Payroll department.
2. If a regular payday falls during an employee's vacation, the employee's paycheck will be mailed to the most current address listed with the payroll department and printed on their paycheck.
3. Employees are encouraged to use the direct deposit service to have their pay directly deposited into their bank account if they provide advance written authorization to Keystone. Direct deposit forms are available through the Payroll or Human Resources Department. Employees will receive an itemized statement of wages when Keystone makes direct deposits.
4. Paychecks are distributed by the area secretary for the employees' work location. Under no circumstances may payroll checks be cashed or deposited prior to the designated payday.
5. Employees who wish anyone else to pick up their paycheck must first complete the appropriate form. This form is available from either the Payroll or Human Resources Department.

6. Any paychecks not picked up by 3:00 p.m. on payday will be mailed to the employee at the most current address listed.
7. Lost paychecks should be reported to the Payroll Department as soon as possible.

NOTES: