

Procedure Title:**TIMEKEEPING/PAYROLL****PROCEDURE NUMBER: 4-0-9****Policy Title:**

Administrative Pay Corrections

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. Keystone takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the schedule payday.
2. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Administrator. All corrections will be made in a reasonable amount of time; no later than the next paycheck.

NOTES: