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| SUBJECT: | Payroll Distribution and Direct Deposit |
| POLICY NO: | VI:14 |
| APPLICABLE TO: | All Employees |
| PAGE NO: | 1 of 2 |
| EFFECTIVE DATE: | August 1, 1993 |
| REVISION DATE: | August 1, 2018 (due to name change) |

I. POLICY:

Employees are paid on a semi-monthly basis. Scheduled paydays are the fifteenth and last day of the month. If the fifteenth or last day of the month falls on a weekend or holiday, paychecks will be distributed on the preceding work day.

Employees will receive twenty-four paychecks during the annual period. Employees can sign up to have their wages directly deposited into a checking or savings account.

All exempt (salaried) employees are paid current.

All non-exempt (hourly) employees are paid on a lag. I.e.-The July 15 paycheck will reflect payment for all hours worked, overtime hours, and sick, vacation, company holiday and personal holiday hours used during the June 16 through June 30 pay period.

II. PROCEDURE:

- A. All employees wanting direct deposit must submit banking information through the HR/Payroll/Time Reporting system via the employee's MY HR. The information required includes the name and address of the financial institution, and the checking or savings account number where paychecks are to be deposited.
- B. Employees electing direct deposit may print an "Earnings Statement" via the HR/Payroll/Time Reporting system by clicking on MY EARNINGS.
- C. Employees who terminate voluntarily will receive their last paycheck on the next scheduled pay cycle along with any unused vacation, banked unused company holiday, and unused personal holiday time, provided the total balance does not exceed 320 hours.
- D. An employee being discharged must be paid, upon demand, within 24 hours. Minn. Stat. § 181.13a,
- E. The first paycheck for new employees will vary based on hire date and could be anywhere from 6 - 20 working days. They will be on the normal payroll cycle thereafter.
- F. Salary deductions are made for the following:
 - Social Security (FICA)
 - Federal Withholding Tax
 - State Withholding Tax
 - Voluntary Contributions to the 403B-7 Salary Savings Plan
 - Health Care Spending Account
 - Dependent Care Expense Account
 - Dependent Medical and Dental Premiums



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- Optional Life Insurance
 - Dependent Life Insurance
 - Contract Parking
 - Selected Charitable Contributions
 - Court Ordered Child Support Obligations, Garnishments, Wage Assignments, Etc. (Reference Policy VI:08 on Wage Assignments.)
- G. If a payroll check is lost or stolen, the employee to whom the check was drawn should contact Payroll immediately. Payroll will contact the bank to determine if the check is still outstanding, which may take up to three business days. (A replacement check will not be issued until this has been done.) If the check is outstanding, a stop payment will be placed on the check and a replacement check will be issued. If the original check is found later, the employee should not attempt to cash or deposit it, but return the original check to Payroll.