



## **PAY PROCEDURE**

### **2.01**

Effective Date: 07/18

**Purpose:** The purpose of the procedure is to outline pay practices that ensures that employees are paid by direct deposit on a regular basis and in a manner that complies with any applicable laws or regulations.

**Failure to Comply:** Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of federal or state law.

**Procedure:** Employees normally will be paid the Friday following the end of the fourteen day pay period (bi-weekly.) If a holiday should fall on a normal payday, you may be paid a day earlier.

All new employees will be paid with a paper check for the first payroll processed after hire. All other employees will be paid with a paper check if they change banks, credit unions, etc. for the first payroll processed after the change. All other methods of payment will be deposited electronically via direct deposit. All staff must complete a P-16 Payroll/Reimbursement Direct Deposit Form upon hire and at any time that they change bank accounts, credit union accounts, etc.

If an employee does not have a bank account they must open a savings or checking account in order to receive direct deposit which is mandatory. If an employee chooses or maintains an account(s) at a financial institution for direct deposit that charges a fee for checking or savings accounts services, BRDHD will not accept responsibility for any fees charged to the employee by the institution.

Each employee has access to their payroll information showing gross pay, deductions, and net pay. Employees can log onto the Staff Intranet portal to access their paystub. Other than taxes, no other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

Employees who discover an error in their paystub/paycheck, loss of their paycheck, or have it stolen should notify the human resources department immediately. In the case of an error it will be remedied promptly. In the case of loss or theft, the finance department will attempt to stop payment on the check and reissue a new one to the employee; however, if the agency cannot stop payment on the check because it has already cleared the bank then the employee is solely responsible for the monetary loss. If a direct deposit is reported as not posted then the finance department will verify with the agency's bank that the amount was credited back to our account as a reject. If the direct deposit was rejected finance will issue a payroll check. If the direct deposit has not been rejected by the employee's bank then the employee will need to contact their bank to check on the status of the direct deposit posting.

Non-exempt employees (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for actual work in excess of forty hours during their normal workweek.

Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their supervisor, department/program director, or with human resources.

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**Forms:** [P-16 Payroll/Reimbursement Direct Deposit Form](#)

**References:** [Fair Labor Standards Act](#)

**Contact Persons:** Human Resources Manager

**Procedure Origination, Revision, and Review Tracking**

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
2.01	12.14.2017	HR Manager – Procedure Creation
2.01	10.6.2020	HR Manger-Reviewed