



## 4.1 Payroll and Pay Periods

1. **Pay Frequency** - Hourly employees are paid on a weekly or bi-weekly basis. Salaried (exempt) employees are paid on a semi-monthly basis, on the 15th day and the last day of each month. If the normal payday falls on a holiday or weekend, pay will be distributed on the workday prior to the regular payday. Pay advances are not available.
2. **Direct Deposit** – Unless local law requires otherwise, as a condition of hire, all new employees are required to receive their pay through direct deposit to their bank accounts. If an employee does not maintain a bank account, pay may be deposited directly to a debit card, known as a “pay card”. Employees are allowed to have up to two direct deposit accounts.
3. **Tax Withholding** - Employees are responsible for maintaining accurate federal, state and local tax status information. Any tax deduction errors resulting from an employee’s failure to provide accurate tax information will be the employee’s responsibility to correct with the affected tax entities. If an error in pay occurs due to no fault of the employee, the error will be remedied promptly. The Company reserves the right to deduct any payroll overpayments from future payroll payments to the extent permitted by applicable law.
4. **Time Reporting** Time for hourly employees is tracked based on actual time clock punches.

Employees must maintain an accurate record of all time worked through the approved timekeeping method. Supervisors must make any changes or corrections in the electronic time keeping system. An employee may not punch in or out for any employee other than herself or himself.