

PROCEDURE 304-1 - PAYDAYS AND METHOD OF PAYMENT

Payday

The regular payday is the Friday following completion of each biweekly pay period. If the designated payday falls on a County-designated holiday, wages typically will be paid on the last business day before the holiday.

Method of Payment

Employees may elect one of the following methods to receive wages:

- Direct deposit – an electronic fund transfer, or multiple electronic fund transfers, to an automated clearinghouse member financial institution account(s) designated by the employee.
- Paycard – a card, issued at no cost to an employee, onto which the employee's net wages are loaded on regular paydays and made accessible to an employee.

Employees who do not designate a financial institution account for deposit will be issued a paycard. Employees paid by a paycard will be allowed at least one withdrawal per pay period at no cost to the employee for an amount up to and including the total amount of the employee's net wages. Johnson County Government does not retain any interest in wages paid by electronic funds transferred to an employee's direct deposit or pay card account, other than the right to correct inadvertent overpayments.

Paychecks will be utilized only as follows: (1) for new employees until an electronic deposit account has been established or the employee has received a paycard; (2) upon death of the employee; and (3) under limited circumstances where use of direct deposit or payroll card is not practical.

Lost or Stolen Paycards

If an employee's paycard is lost or stolen, the employee should contact the financial institution or the Payroll Division of the Department of Financial Management & Administration.

Deductions and Withholding

All deductions required by law, including statutes, regulations, ordinances, and court orders, will be taken automatically. Any other deductions must be authorized by the employee in writing.

Deposit Advice Statement

The County will provide all employees with itemized statements detailing deposits, gross pay, deductions, and net pay. The deposit advice statement will be available through Oracle and a summary of payment will be sent via e-mail for those who have workplace access to e-mail and a printer. Upon request, the County will provide an itemized statement detailing gross pay, deductions, and net pay in writing to those employees who do not have workplace access to a computer and printer.

Payroll Errors

Employees who believe that they have been paid incorrectly or have not been paid for all hours worked should immediately bring the matter to the attention of their supervisor or manager. If the matter is not resolved to the employee's satisfaction, they should report the matter to the Department of Human Resources.

Death of Employees

In the event of an employee's death, the final pay for the employee will be issued as a check and made to the appropriate benefactor or estate. The check will be held in the Department of Financial Management & Administration until an authorized individual is legally permitted to receive the check.

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