

## **PAYDAYS**

Employees are paid every other Wednesday. Full time employees are paid to date for base pay; part time and temporary employees are paid two weeks in arrears. Please note that adjustments to an employee's pay due to overtime, on-call pay, or call-back pay as well as adjustments to leave accruals (including compensatory time) or usage are always two weeks in arrears.

Checks are released by the Finance Department at 8:00 a.m. to the employee designated to distribute checks in your department. You should notify your supervisor immediately if you believe your paycheck is incorrect. Questions concerning your paycheck should be directed to the Finance Department.

## **PAY ADVANCEMENTS**

It is the City and County's policy not to issue pay advancements.

## **AUTOMATIC PAYROLL DEPOSIT**

Through the City and County's payroll system, you can have your paycheck directly deposited at your bank or savings institution. If you are interested in depositing your check in more than one account or institution, please check with the Finance Department.

Notices of direct deposit are emailed to employees if an email address is on file with the Finance Department. The email notice is generally sent out the Friday before the actual payroll date. Funds are not available until the actual payroll date.

If an employee does not have an email address on file with the Finance Department, he/she will receive a non-negotiable check on payday with the check stub attached. The check stub will show where each credit amount has been deposited that day.

Employees may change their automatic payroll deposits at any time during the year as long as they notify the Finance Department at least one pay period in advance. If you wish to take advantage of this convenient process, you will need to bring a blank deposit slip for each account you want to affect and complete an "Authorization Agreement for Automated Deposits" form in the Finance Department.