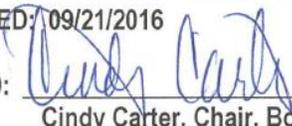


Grant County Personnel Policy

DATE ISSUED: 09/21/2016	EFFECTIVE DATE: 09/21/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	09-19-16 Date Signed
LAST REVISED: 07/11/2016	CONTACT: Human Resources

607 – Payroll

607.1 Employees will either be paid on a salary or an hourly basis. The County processes payroll every two weeks with a pay day occurring every other Friday. The Accounting Department posts a Payroll Calendar on the intranet. When a pay date falls on Holiday, employees will be paid on the last working day immediately preceding the regular pay date, unless otherwise announced. Employees should see their supervisors for questions regarding their paychecks.

607.2 If an employee is absent on a payday, his/her paycheck will be held unless the employee has made arrangements for it to be mailed to his/her home address or has provided signed written authorization for it to be released to another person. Employees may be eligible to participate in automatic deposits of their paychecks; specific information regarding automatic deposits may be found in Policy 900, Benefits, Section 910.

607.3 If an employee feels that an error has occurred on his/her paycheck, he/she should review a copy of the appropriate direct deposit slip or live check stub with the timekeeper for the department. That individual will coordinate necessary consultation with Human Resources and/or Payroll. Errors are normally addressed during the next payroll cycle. An employee may request that correction be spread out over multiple paychecks if a single correction would create an undue financial burden. The final determination regarding the correction schedule will be made by Payroll.