

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 106.01
SUBJECT: WAGE AND SALARY PLAN	INITIAL EFFECTIVE DATE: 01/20/87
TITLE: PROCEDURE FOR RECEIVING PAY	LAST REVISION DATE: 11/19/18

ADMINISTRATIVE DIRECTIVE:

Employees are to be paid every other Friday for hours worked or for use of authorized paid leave. The pay period ends on the alternate Friday at 12 midnight.

All employee changes must be submitted to the Human Resources Department by 5 p.m. on the first Friday of the pay period (the Friday paychecks are issued) to be effective on the next paycheck.

I. REGULAR PAYMENT PROCEDURES

- A. All paychecks will be issued to City of Denton employees through direct deposit. (Note: those individuals acquired through a temporary agency are not considered City of Denton employees and are not processed through the City's payroll; the temporary agency is responsible for paying those individuals).
- B. No individual paychecks will be issued early.
- C. In the event a paper check is processed for an employee for any reason, the check will be released to the employee only. In rare cases where circumstances prohibit an employee from picking up their check (i.e., illness), the employee should contact their supervisor or provide a written release authorizing another person to receive the check. If the employee is incapacitated, the check will be released to the person authorized in writing by the employee on the "Emergency Contact and Release of Information" form.

II. FINAL PAYMENT PROCEDURES

(See Voluntary/Involuntary Separation policy, no. 112.01)

Final paychecks will be processed and direct deposited within the normal payroll schedule.

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III. HANDLING PAYCHECK EXCEPTIONS**A. Incorrect Paycheck**

Employees are responsible for notifying their supervisor upon receipt of an incorrect paycheck. Failure of an employee to call the incorrect paycheck to the attention of the supervisor will delay the correction process until the next payroll period. If an employee's supervisor is unavailable or if the employee has not received a prompt and fully acceptable reply within three (3) business days, they should immediately contact their timekeeper, a representative from Human Resources, or the Payroll office within the Finance Department. If the employee has not received a satisfactory response within five (5) business days after reporting their concern to the timekeeper, Human Resources, or Payroll and is unsure who to contact to correct the problem, they should immediately contact the City Manager's Office.

A written request to correct an employee's paycheck which is incorrect must be submitted to a representative from Human Resources or the Payroll office within the Finance Department by the employee's immediate supervisor indicating the error. The representative from Human Resources or the Payroll office will implement procedures to issue a corrected paycheck upon notification, if the error in base pay is in excess of 10%. Other errors will be corrected on the next paycheck.

Requests to correct base rate, insurance, and termination checks must be submitted to the Human Resources Department. All other corrections are forwarded, in writing, to the Payroll office in the Finance Department.

B. Rejected direct deposits

Any direct deposits that are rejected by a bank and returned to the City of Denton will be reissued. The reissue will not occur until the City of Denton has received verification that the money has been returned to the City.