

SALINE COUNTY

PERSONNEL POLICIES AND PROCEDURES


EFFECTIVE DATE: 02-04-19
SUPERSEDES: 02-14-17

SECTION NO. 30 **PAGE** 1
POLICY NO. 05 **OF** 1

SUBJECT: Pay Periods, Paychecks, Direct Deposit and Payroll Pay Cards
RELATED POLICY NO. 30.25

SCOPE: All Employees of Saline County

1. The pay periods for Saline County are bi-weekly. The pay period begins at 12:01A.M. on Monday and ends on the second Sunday at midnight.
2. The paychecks are to be issued no later than the Friday following the end of the pay period.
3. Direct deposit or use of a payroll pay card is mandatory for all Saline County employees.
4. Employees with bank accounts must complete a direct deposit form. If an employee does not have a bank account available for direct deposit of payroll, then a payroll pay card will be issued to the employee. Once completed, the employee must submit the form to the Administrative Resource Center for processing.
5. Any changes to direct deposits must be done in person in Human Resources. Changes requested via email, phone or fax will not be accepted.
6. A request for an exception can be made in writing if an employee is unable to participate in direct deposit or a payroll pay card option. The request must state the reasons for requesting an exception (e.g., Court order, etc.) and whether it is intended to be permanent or for a specific period of time. The Human Resource Director will review the request and determine whether or not to grant the exception.
7. If an employee needs to temporarily stop direct deposit (e.g., change of financial institutions, etc.) the employee shall take all reasonable steps to re-establish direct deposit within two (2) pay cycles. To enroll, cancel or make a direct deposit or payroll pay card changes, the employee must request an authorization form from the Administrative Resource Center.
8. Paper paychecks will be mailed to the employee's mailing address the Thursday following the end of the pay period. In the event a check is lost in the mail, there will be a 10-day waiting period before a new check can be issued. Arrangements cannot be made to receive a paycheck directly from the Payroll/Benefits Coordinator or Department Head/Elected Official.
9. If an employee loses a paycheck, he/she should notify the Payroll/Benefits Coordinator as soon as possible. After the incident is reviewed, a new check may be issued. At the discretion of the County Administrator and/or County Treasurer, the employee may be required to pay any charges incurred from the replacement check, such as stop payment charges.
10. Saline County will provide employees participating in direct deposit or the payroll pay card a check stub each pay period showing salary information.
11. Upon termination of employment with the County, the employee's final check will be in the form of a paper check instead of direct deposit.


Robert Vidricksen, Chairman
Saline County Board of Commissioners