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SUBJECT: PAYMENT OF SALARIES/WAGES

EFFECTIVE DATE: February 22, 2011

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Payday will be the last working day of the month and checks will be available in the morning on that day. Cut-off dates for payroll input sheets and payroll changes is the 15th of each month for all employees except seasonal employees. The cut-off date for seasonal employees for payroll input sheets and payroll changes is the 24th of each month. All employees will be required to participate in direct deposit of county paychecks.

What this means for Salary paid employees:

These employees are paid on a salary basis and will get paid for the entire month. The vacation (annual leave), sick and compensatory time taken will only be entered up to the 15th of each month. The same is true for overtime. Any overtime hours worked after the 15th will not be entered until the following month. Annual leave and sick leave are accrued for the entire month.

What this means for Hourly paid employees:

These employees are paid on an hourly basis. The cut off for time worked will also be the 15th of each month, which means any time worked after the 15th will be paid the following month. The first month of employment the employees will only be paid from date of employment to the 15th, but from then on they will be paid from the 16th of one month to the 15th of the next month. Annual leave and sick leave are accrued for the entire month.