

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.10.2**

**PAGE: 1 OF 2**

**SUBJECT: PAYROLL**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED: Ldrship**

**ISSUE/REVISION DATE: 3-5-91, 6-18-98, 4-6-00, 9-01-2014**

**EFFECTIVE**

**DATE: 3-5-91**

**PURPOSE:** To clarify tracking of hours worked, paycheck pick-up times, and payroll questions.

**POLICY AND PROCEDURES:**

A. All nonexempt employees are required to punch in and out using the biometric clocks that are located in every building with the exception of the Resale Store. Those employees clock in using the computer. All exempt employees are required to punch in one time per day, solely for the purpose of acknowledging that they are on the company premises. Exempt employees may also use the computer to punch in if they are working off site.

B. Pay Days

Pay periods are two weeks in length and pay day is every other Thursday. The pay period begins on Saturday at 11:00 P.M. and ends fourteen days later at 11:00 P.M. on Saturday. The pay period does not include the week in which the check is issued. Employees using direct deposit do not receive a paper paycheck stub. They may print their stub from the ADP Payroll Portal system. Employees receiving live checks will receive their checks on Thursday.

C. Overtime

Overtime pay for nonexempt employees is earned at the rate of time and a half for all hours worked over 40 hours per week. Paid absences are not considered time worked and, therefore, are not included in the time worked. This includes holiday benefit time, jury duty, and bereavement pay.

D. Payroll Questions

Inquiry sheets are to be completed for any questions about your paycheck. Ask your supervisor for inquiry sheets. They are to be couriered to the Payroll Specialist.

E.

Payroll Deductions

By law, Marklund is required to withhold Federal, State, and Social Security taxes from your earnings. You may authorize further deductions for insurance, pension plan, etc., through the Human Resources Office where you will fill out the necessary forms and sign an employee status change form.

F. Re-Issuance of Lost Payroll Checks

Employees, who have picked up their payroll checks and then subsequently, have lost or misplaced them, will be charged \$20.00 for the re-issuance of a replacement check. This fee will be taken from the replacement check. The fee charged reflects the amount the bank charges Marklund to put a stop payment order on a lost check.

Payroll checks lost in the mail or stolen will be re-issued free of charge, but the employee will be required to come in and pick up his/her check from the Payroll Department.