

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

**POLICY NO: 4.1.4**

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**SUBJECT: PAY PERIODS/PAYDAY**

**DEPARTMENT AFFECTED: ALL DEPARTMENTS**

**APPROVED BY:**

**ISSUED: 12-1-90 REVISED: 3-28-95, 1-30-96, 7-24-98**

**EFF.DATE: 4-22-95**

**PURPOSE:** This policy establishes standards for pay periods and payment of wages and salaries.

**POLICY:** All Marklund Employees are paid on a biweekly pay period basis which begins at 11:00 P.M. Saturday and ends fourteen consecutive days later at 11:00 P.M. Saturday.

Payday is Thursday following the close of the pay period. Should an observed holiday fall on payday, pay checks will be issued on the Wednesday preceding payday.

**PROCEDURE:**

I. Distribution of Pay Checks.

A. Normal Distribution

Checks will be delivered to each site, with the exception of the Resale Shop, Administration and Doorways checks. They are delivered to the Marklund Payroll Coordinator.

II. Pay Checks Issued to an Employee's Delegate

A. If an employee is unable to pick up a paycheck a delegate may do so provided:

1. The employee has telephoned the Human Resources Department in advance and informed them of the name and relationship of the individual who will pick up the check.
2. The delegate provides all of the following:
  - a. Self-identification
  - b. A letter signed by the employee authorizing Marklund to give the delegate the pay check

III. Direct Deposit Vouchers

- A. Employees may choose to have pay directly deposited to their checking account. Employees electing Direct Deposit will receive a voucher with a pay stub bearing all the usual information.

#### IV. Payroll Adjustments

A. Errors in paychecks in excess of \$25.00 net pay and are determined to be the responsibility of the Payroll Department will be corrected and a manual check will be issued.

Errors under \$25.00 net pay and determined to be the responsibility of the Payroll Department will be adjusted on the employee's next pay periods check.

B. Errors in paychecks determined to be the responsibility of the employee must be \$100.00 or more in order for a manual check to be issued.

All other errors will be adjusted on the next pay periods check.