

CORPORATE POLICY

SUBJECT: Pay Periods	CATEGORY:	HR
	ORIGINAL DATE:	November 10, 1984
	REVIEWED DATE:	May 1, 1996. REVISED

I. POLICY:

Payday

1. The standard pay periods are (26 per year) bi-weekly. Employees are paid on alternate Fridays.
2. Employees, who do not opt to have their paycheck directly deposited into their bank account or onto a pay card, will receive an actual paycheck.
3. In the event payday falls on a fixed holiday, checks will be distributed on the prior working day, whenever possible. Requests for paychecks in advance of their regular payday will not be honored. Employees who are absent on the regular payday may have their checks mailed to them upon request.

Pay slips are made available to employees online in BOSS Employee Self-Service Human Resources (SSHR) on the Wednesday before payday, Friday. Actual paychecks are distributed to employees on payday Friday at their normal work location. Pay slips are made available online to all employees. Employees who have opted with for direct deposit or pay card will not receive may access a printed copy of their pay slip on payday, unless the employee does not have online access. Employees may print in Oracle (BOSS) under Boss – Employee SSHR.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE: NONE

IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____