Policy Name: Pay Schedules  
Policy Number: HR 3.3

Effective Date: 1/22/2019  
Last Reviewed/Revised Date: 1/7/2019

Responsible Officer: Human Resources Director  
Board Approval Date: 1/22/2019

Policy Statement:
Employees are paid bi-weekly 26 times a year. In case of an emergency an employee may request an advance of 90% of their “normal” net pay which will be granted upon approval of the Finance and HR Department representatives.

Procedure:

PHS follows these guidelines regarding payday, automatic deposit of pay, and advances against pay.

Payday

PHS employees are paid bi-weekly, 26 pay periods each year. When the payday is a holiday, employees will be paid the preceding workday. Money is in the account of employees by the Friday or holiday payday. A check stub can be viewed online and printed through ADP.

Automatic Bank Deposit of Paycheck

Employees are encouraged to complete the Authorization Agreement for Automatic Deposits to request automatic deposit of their paychecks into the financial institution of their choice. Information regarding Direct Deposit is given at New Hire Orientation and may be obtained after that time by accessing the forms section on the employee portal of the PHS website.

Advance Against a Paycheck

In cases of emergencies, regular full-time and part-time employees are eligible for an advance of no more than 90% of the net pay they would receive on a normal pay date. This request must be in writing and is approved by the Finance and Human Resources Departments. No more than three advances for each employee will be approved in any 12-month period. Any advances owed upon termination of employment will be deducted from the employee’s final paycheck.

References:
Employee Handbook pages 25

Policy Cross References: