

POLICY 505 PAYROLL & DEDUCTIONS FROM PAYROLL

- 1. Purpose.** To provide standardized payroll procedures in accordance with applicable State and Federal guidelines.
- 2. Pay Periods.**
 - 2.1** Paychecks are normally deposited by direct deposit. Employees who utilize a County computer may access their pay advice of deposit on the computer. Employees without access to County computers will receive a paper advice of deposit.
- 3. Employee Responsibility.**
 - 3.1** To review all advice of deposits and direct any questions or concerns to the Finance Department, Payroll Division. Items for review include, but are not limited to: salaried status and deductions that have been made from pay.
- 4. Employer Responsibility.**
 - 4.1** To comply with applicable wage and hour laws and regulations.
 - 4.2** To investigate and resolve all complaints as promptly, and as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances.
 - 4.3** If an investigation reveals that an improper deduction from pay has occurred, the employee will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

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Effective Date: January 1, 2012

Revised Date:

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