



THE EMPLOYMENT RELATIONSHIP

02.05.01 Pay Periods and Paydays

PCCLD's established work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

PCCLD employees are paid biweekly on every other Thursday. Each paycheck includes earnings for all work performed through the end of the previous payroll period, less deductions required by law. In the event that a regularly scheduled payday falls on a day off such as an observed holiday, employees receive their paycheck or Advice of Deposit stub, or have access to deposited funds through PCCLD's business bank, on the last day of work before the regularly scheduled payday.

02.05.01.01 Automatic Deposit

For all employees, PCCLD automatically deposits paychecks into account(s) at banks or credit unions as directed by employees. Employees receive an itemized statement of wages when PCCLD makes direct deposits. When employees first sign up for automatic deposit and when changes in accounts are requested, employees receive payroll checks until the account verification process is completed.

In addition to depositing net pay into accounts, employees may elect to have a designated amount of pay deposited into a savings accounts. See the Human Resources Department to complete a [Request for Automatic Deposit](#) form to sign up for this service.

For timely access, and as an added safety precaution, employees who have not enrolled in the automatic deposit program, are provided access their pay through PCCLD's business bank each payday. This service is provided at no cost to employees.

Also see [02.05.09 Administrative Pay Corrections](#).

02.05.01.02 Payroll Processing

PCCLD uses the services of an outside payroll processing vendor, and all payroll data collected is sent to the vendor on the Monday following the close of the payroll period. Upon transmittal of the payroll data to the vendor, no adjustments can be made until the submittal of payroll for the following payroll period. Employees are responsible for inputting their time electronically and for requesting time off through the system. Supervisors are accountable for approving payroll and time-off requests in time to meet payroll deadlines.