



PAYCHECK PRACTICES

Here is some important information to remember:

- Paydays are two (2) times per month on the 10th and the 25th, or on the preceding administrative workday (Monday – Friday,) if the 10th or 25th falls on a weekend or New Haven holiday.
- Distribution of payroll may also afford dissemination of pertinent New Haven employee communications, notices, and/or employee information.

PAID VIA AUTOMATIC DEPOSIT

- Those paid by automatic deposit will normally have access to their funds by early morning of paydays and, in some cases, on the evening prior to payday (check with your bank/savings & loan/credit union for confirmation of when the funds are good to you).
- **Employees are responsible for signing and promptly returning the acknowledgement of hours worked attached to their pay deposits upon receipt of their pay stub.** (Deposit verifications are retained in records and distributed to supervisors monthly for disposition and signatures).
- Prior to accepting your automatic deposit authorization, you must provide us with a voided check which confirms your bank's routing number and ownership of the account in your name. If you wish funds deposited to a savings account, obtain documentation of the organizations routing information and account ownership from your lending institution.
- Be sure to notify us immediately if you close or change account numbers! Changes may require that you be paid via paycheck until a new account number is tested in the payroll system. Please check with HR for options which best respond to your desired changes.

IF PAID BY CHECK

- Those paid working at a New Haven facility and paid by check will be able to **pick up** their checks on campus, **in Administration**, on paydays. Those paid in off-campus locations may pick up their checks in their base assignment location (i.e. Murrieta). Note disposition of checks not picked up on payday, as defined in the following section.
- **Employees are responsible for signing and promptly returning the acknowledgement of hours worked attached to their paychecks upon receipt of their pay.**

Checks, OTHER THAN FINAL CHECKS, not picked up by the end of a workday, will be handled as follows:

1. Checks may be picked up by any direct supervisor who takes responsibility for delivering the check to their employee on payday. Should the employee be absent, any undelivered checks will be returned to administration by closing on payroll.
 2. Checks not picked up will be **mailed** out the following business day to your address on file **UNLESS** the next day is a weekend or an administrative holiday then any remaining checks will be mailed out the night of payroll.
- Checks may be picked up by another party only IF authorized by you in writing (email will suffice if we can confirm verbally that it is sent by you) and if the party picking up the check is known by us and/or presents appropriate ID. We cannot be responsible for lost checks.
 - **Employees receiving checks via mail must report to Administration on their next scheduled work day to sign the verification of their hours worked, normally attached to their paystub.**

FINAL PAYCHECKS

Unless arrangements to the contrary have been made and approved by HR, **all final paychecks**, whether by paycheck or by paystub, **MUST be picked up** in Administration (or one's corresponding base location if not assigned to a New Haven location).

NOTE regarding PAYCHECK ACKNOWLEDGEMENTS

- Should you ever note a discrepancy or error in your hours paid versus hours worked, contact your supervisor as soon as possible so that the matter can be investigated and correcting data quickly processed.

Signature:

Date: