

II. COMPENSATION POLICIES

E. REGULAR PAY PROCEDURES

The regular payday for all employees is Friday. Wages are paid on a bi-weekly basis. When a regular payday falls on an observed holiday, wages are paid on the day preceding the holiday.

All employees are strongly encouraged to have their net wages automatically deposited into their bank account using Direct Deposit. Employees may designate their bank account by completing a Direct Deposit Authorization Form and returning it to the Human Resources division. Direct Deposit should begin within two pay periods after the form is received. On payday, employees will receive a Direct Deposit Voucher which shows gross pay, taxes, other deductions, and net pay. The amount of the deposit will appear on the employee's bank statement.

Employees that do not designate a bank account for Direct Deposit will receive payment of wages by pay card. Exceptions to the regular pay procedures must be approved by the Human Resources Manager.

Employees should review each Direct Deposit/Pay Card Voucher for accuracy and report payroll errors immediately to the immediate supervisor and the Human Resources division. The City will make every effort to correct all payroll errors. The City will reimburse employees for the underpayment of wages and/or excess deductions and employees may be required to reimburse the City for the overpayment of wages and/or missed deductions, as appropriate. Errors discovered six months or more after the date they occurred may be corrected at the City's discretion.

The following mandatory payroll deductions may be withheld from employee gross pay: Federal and State taxes, Social Security taxes, Medicare taxes, and member contributions to the Kansas Public Employees Retirement System (KPERs) or Kansas Police and Fireman's Retirement System (KPF). Social Security taxes are not withheld from gross wages for any KPF member.

Eligible employees may elect to have certain voluntary payroll deductions for health insurance, Section 125 Flexible Benefit Plans, 457(b) tax deferred plan, optional life insurance, United Way charitable campaign, check-off of dues, and other approved programs. To start, change, or stop a voluntary payroll deduction, contact the Human Resources division. Voluntary payroll deductions are calculated on a per pay period



basis. Changes in the dollar amount of deductions will be communicated to employees as far in advance as possible.

Changes to employee payroll information are recorded on Payroll Action Forms (PAFs) which should be completed and returned to the Human Resources division by payday to be processed on the following payday. Changes to employee demographic information, including name, address and Social Security number, and/or voluntary payroll deductions must be signed by the employee and changes to pay or job classification must be signed by the Department Director or Department Director's Designee in order to be processed.