**5-3 Payment of Wages**

All employees are paid biweekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

HR will publish and distribute a Schedule of Pay Periods for each year one month before the end of the year. Employees will receive their payroll check on a Friday one week after the completion of the pay period in accordance with the Schedule of Pay Periods.

Employees are paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. In the event of a lost paycheck, the finance Human Resources Department must be notified in writing as soon as possible before a replacement check will be issued.

The lost paycheck will be voided.

A new Form W-4 must be submitted to the Human Resources Department if an employee’s marital status changes or the number of exemptions previously claimed increases or decreases.

Employees may receive earned wages before a regular payday for exceptional circumstances to include a death in the employee’s immediate family, or a life- threatening illness in the immediate family. Employee’s must complete the Early Pay Advance form and provide timecard for time earned and documentation of death or illness with the form.