
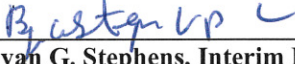




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

Page 1 of 1

Policy # 2016	Distribution of Paychecks
Origination Date: May 1997	
Revision Date: March 2004; June 11, 2008; September 25, 2012; October 7, 2014	
Reviewed Date: March 2005; March 15, 2006; June 22, 2007; July 10, 2009; July 30, 2010; July 21, 2013; October 17, 2016	
Approved:  Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to distribute employee paychecks according to established procedures.

PROCEDURE:

1. Live paychecks may be distributed at the beginning of business on payday.
2. Check stubs are distributed via e-mail 2 days prior to pay day as part of payroll process and direct deposit submission to the bank.
3. Checks are to be distributed to employees at their respective work sites. The site supervisor or designee may pick up the paychecks for his/her site after 4:00 pm the day before payday if the paychecks are ready.
4. When a payday falls on a weekend or holiday, the distribution of paychecks to employees whose normal workdays are Monday – Friday follows the same procedure outlined in 1, except that paychecks will be distributed on the work day before the last day of the pay period.
5. Employees who are to complete their work hours for the pay period on the weekend may receive their paychecks at the beginning of the shift either on pay day or on the last work day of the pay period, whichever comes first.
6. Cobb and Douglas County Community Services Boards' 24-hour facilities have flexibility in determining the manner in which paychecks are distributed.
7. Employees who (1) are on approved paid leave, (2) are assigned to work away from their regular work sites, (3) have completed their assigned work period, or (4) are scheduled to be off on a pay day may make arrangements to receive their paychecks at Administration after 4:00 pm on the last scheduled work day **if** paychecks have been processed.
8. Situations may arise when employee check are held in the HR or payroll office to be distributed at a date later than the pay date. Examples: termination checks in which agency equipment has not been returned; questions remain on the number of work hours completed in a pay period; etc.