



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Compensation
Section Number: 4.3
Section Name: Paychecks
Last Revised:

- A. Library personnel are paid bi-weekly on Fridays. If the payday falls on a holiday, paychecks will be available the previous day to the holiday.
- B. Questions about paychecks should be directed to the Business Manager.
- C. Pay advances are not permitted.
- D. If an employee is overpaid or underpaid, the adjustment will be made in the next paycheck after the matter is resolved.
- E. Pay days will be in accordance with the posted schedule except in the event of an unforeseen emergency.
- F. Employees are required to have their entire pay directly deposited into a bank or credit union. Written authorization must be submitted to the Business Manager and a voided personal check must be provided to verify the account and routing numbers.
 - Each employee can choose up to three destination accounts.
 - Employees should recognize that occasional delays in posting could occur as a result of the direct deposit process. The Library makes every effort to insure that the process proceeds smoothly but is not responsible for delays that are out of its control.
 - Employees on direct deposit will receive an itemized statement of wages on payday.