

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT  
REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY  
AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON

## MAXABILITIES OF YORK COUNTY

**PROCEDURE:** Paydays and Form of Payment

**EFFECTIVE DATE:** July 1, 1992

<b>REVISION DATE:</b>	January 15, 2026	July 1, 2002
	November 8, 2012	July 1, 2001
	September 24, 2009	July 1, 2000
	July 1, 2006	November 1, 1998
	July 1, 2004	July, 1, 1998

**REFERENCE:** Compensation Policy

### **PAYDAY**

Paydays are bi-weekly and issued on Friday according to the payroll schedule that is released each calendar year. If the pay day falls on a bank holiday, then pay will be distributed on the prior banking day. Employee pay stubs must be accessed using the Solana MyPay portal <https://mypay.solanapro.com/>. Employees are encouraged to register their account as soon as possible to have access to pay stubs and W2s. Employees should use a personal email address when registering on MyPay. This will ensure that you have access to your pay stubs should you leave employment. Using an agency assigned email address will result in loss of access to MyPay since email addresses are inactivated when someone leaves employment.

The payroll schedule is developed for the calendar year and provided to all employees. To ensure timely and accurate compensation, documentation and supervisory approvals must be completed by the established due dates noted on payroll schedule.

### **TIME REPORTING**

The Agency uses Time Clocks Plus to capture all time to be compensated. To minimize the potential for errors, employees must review their worked hours and use of general leave at the end of each pay week and/or at a minimum at the end of each pay period. All reported hours on Time Clock Plus must also be approved by the employee. It is the employee's responsibility to ensure that all hours to be paid are properly reflected in the time and attendance system.

### **TIME REPORTING PAYROLL ERRORS**

If an employee believes that their paycheck contains an error related to hours paid, then they should immediately bring the matter to the attention of their supervisor. If the matter is not resolved to the employee's satisfaction, then they should report the matter to the Director of Human Resources. An

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employee's failure to properly report all hours to be paid, may result in a delay in making the corrected payment until the next scheduled pay date.

#### **DIRECT DEPOSIT**

To reduce the potential risk associated with lost/stolen payroll checks; direct deposit is required of all staff. When making changes to direct deposit information, documentation from the bank is required and is to be attached to the new direct deposit form (Form can be obtained from Human Resources). As a safeguard, requests for changes should be made in person. Changes made to direct deposits or related bank account information must be submitted by Friday the week before the desired update. An employee's failure to update their own bank information with the Agency may result in delayed payment being made until the next scheduled pay date.

#### **PRINTED CHECKS**

A printed paycheck that must be produced because of a correction of an error must be either picked up by the employee or requested that it be placed in the mail to the address of record.

In extreme circumstances, the Agency may agree to provide a printed payroll check to an employee for a brief period of time. Employees requesting a printed check versus a direct deposit are to do the following:

1. Make the request in writing.
2. State the reason why the payroll cannot be direct deposited.
3. State the timeframe checks will be needed.
4. Gain approval from the Director of Human Resources.
5. Give the information to the Payroll Accountant at least one week before payday.

#### **PAY ADVANCES**

The Agency has partnered with Chime Workspace, which offers employees early access to their earned wages, in addition to many other benefits/features. The Agency does not offer any other kind of pay advances outside of those offered through Chime. Participation in this program is voluntary and provides employees with a flexible, affordable, safe and private means to access payroll advances. The program offers employees fully automated and on demand access to their earned wages to assist with circumstances that may require financial assistance prior to scheduled payday. If an employee wants to use earned wage access (EWA), then they will need to create a Chime Account. The Chime arrangement is entirely between the employee and Chime. The Agency is not responsible for any of the Chime-related features or offerings. The Agency does not provide technical support related to Chime. It is the employee's responsibility to ensure that they fully understand the Chime product and agreements.