

### **3.2 PAY PERIODS & PAYCHECKS**

The County pays bi-weekly. Paychecks will be issued every other Friday. If the Friday pay day falls on a Holiday, checks will be issued for the Thursday before. If the employee chooses direct deposit as a form of pay distribution, the employee will receive a notice of deposit. The notice of deposit contains all pertinent information concerning current and year-to-date earnings and deductions for the employee. The notice of deposit is an important source of financial information and should be retained as a part of the employee's salary records. The supervisor must be notified immediately if an employee believes a mistake has been made on his/her check.