

**ADMINISTRATIVE REGULATION
PAY DAYS**

AR-2017-53
Eff. Date: 9/20/2017
Supersedes: N/a
Date: 9/19/2017
City Manager Approval: J. Ray

SECTION 1. PAY DAY

- All paychecks shall be issued through Direct Deposit.
- A Direct Deposit account must be established by October 20, 2017.
- Any paper checks and Notices of Deposits (NOD) are the responsibility of Department Heads for distribution.
- Final pay checks for terminated employees (voluntary or involuntary) shall be through direct deposit or physically mailed, pending approval by department head.

**ADMINISTRATIVE REGULATION
Pay Days**

(Date of Receipt)

I _____ am in receipt of the Administrative Regulation entitled Pay Days and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

Employee Signature

Date

For Human Resources Use Only

Date Received: _____

HR Representative: _____