

WAGE ADMINISTRATION

A. Timebadges/Timecards

Time badges are issued to all Oak Hill employees and are used by nonexempt employees to record time worked through our computerized time clock system. Employees who work at sites without time clocks must submit a handwritten time record. These time records are maintained by the manager of the site and must be received by the Timekeeper **no later than 11:30 a.m. each Monday morning**. Hours worked and/or benefit time taken must be clearly noted for each day.

The pay week begins on Monday and ends on Sunday.

B. Paychecks

Oak Hill's regular payday is on Friday, but the practice of disseminating checks/direct deposit advices on Thursday will continue (every other Thursday for bi-weekly employees). On holiday weeks, however, checks/direct deposit advices are disseminated on Friday.

All new employees are paid using direct deposit. Direct deposit can be made to any financial institution affiliated with the American Clearing House (ACH). The direct deposit enrollment form is issued by the Human Resources Department.

For the first two weeks of employment, new employees will get a check rather than direct deposit advice while the pre-note process occurs. (The pre-note process insures that future direct deposits will go to the correct account, etc.) Direct deposit will begin on the third week of employment. Your direct deposit advice will be mailed to your home address.

If you have a problem concerning your paycheck, please contact your supervisor/manager. If your manager/supervisor is unavailable, you may contact Oak Hill's Timekeeper at 860-769-3879.

C. Wage Adjustments

Errors in the payment of wages shall be dealt with in the following manner:

If you have an acceptable time record for the pay period (i.e. you punched correctly) and you determine that your paycheck amount is incorrect, you must notify your supervisor or, in the supervisor's absence, another supervisor up through the chain of command, who shall complete a pay adjustment form and send it to the timekeeper. If the amount of any error is less than Twenty-five Dollars (\$25.00), a correction will be made in your next regular paycheck provided the timekeeper receives a signed payroll adjustment form by noon on

the Tuesday prior to payday. If the error is greater than Twenty-five Dollars (\$25.00), you will be paid the amount in error via separate check as follows:

1. If the timekeeper receives a signed payroll adjustment form before 4:00 p.m. on payday, a corrective check shall be issued by 3:00 p.m. on the following business day.
2. If the timekeeper receives a signed payroll adjustment form after 4:00 p.m. on payday, but prior to the following Tuesday at noon, the payroll adjustment will be processed with the next regular payroll.
3. If the timekeeper receives a signed payroll adjustment form after noon on Tuesday, it will be processed in that week's payroll adjustment run.

The deadlines outlined above will be modified during holiday weeks.

If you claim an error for which there is not an acceptable time record (i.e., because you failed to punch or did not punch correctly), the amount in error shall be paid in the next regular payroll following receipt of a signed payroll adjustment form.

If you receive an overpayment, Oak Hill shall recover the overpayment by payroll deduction from your next regular paycheck or, in the case of an overpayment greater than Fifty Dollars (\$50.00), by payroll deduction over a mutually agreeable number of payroll periods.

No adjustment will be made for any underpayments or overpayments discovered or reported more than one (1) year after the payroll date in question.

Upon request, Oak Hill will provide you with a copy of the weekly computer readouts of your punches.

Originally published: May 1, 2006