



Paydays and Check Distribution

Lawrence Berkeley
National Laboratory

Financial Policies and Procedures

Part I

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Primary contact:	Manager, Payroll

Summary

This policy provides guidance on paydays for exempt and non-exempt employees at the Laboratory. It also includes guidance on the various methods of distributing paychecks to employees.

Policy

Paydays

Exempt Employees

Exempt employees are normally paid their regular salary on the first workday of the month following the month worked. When the normal payday falls on a Saturday, Sunday, or holiday, the payday will be advanced to the last working day before the weekend or holiday in all months except December.

Nonexempt Employees

Nonexempt employees are paid every two weeks, normally on the Friday following the end of the biweekly pay period. If this day is a holiday, the payday will be moved to the last regular workday before the holiday.

Special Paychecks

Under hardship circumstances, employees may obtain their paycheck before the normal payday. Requests for this advance should be made by the employee to the Human Resources Department through his or her supervisor. Advance payments on anticipated earnings are not allowed.

Final Paychecks

Final paychecks for terminating employees are submitted to the employee's HR center. Terminating employees should contact their HR center to arrange for final processing.

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Final paychecks for deceased employees are normally made payable to the employee's estate, as required by state law.

Paycheck Distribution

Choice of Distribution Method

Employees may have their paychecks distributed by electronic banking or delivered to their mailstop on payday. The choice is made at the time of employment and may be changed at any time using Form RL-6596 (Payroll Earnings Distribution Authorization).

Distribution by Electronic Banking

Employees may request the electronic deposit of their net earnings at any financial institution that participates in the Automatic Clearing House (ACH) inter-bank network.

A deposit advice slip will be sent to each employee.

Distribution by Division or Department Office

Regular payroll checks for employees are delivered by the mailroom to the employee's mailstop the morning of payday.

Contacts

- Manager, Payroll Office