

4.09 Pay Corrections

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure that employees receive the correct amount of pay promptly on each scheduled payday.

Procedure:

. Employees should notify their supervisor or the Office Manager on the next business day following a payday if their amount of pay is incorrect, or if no pay is received.

Corrections will be made in the following manner:

- Pay shortages caused by employee error will be reimbursed on the next, regularly scheduled pay day.
- If the Payroll Department, payroll vendor, or supervisor incorrectly underpays an employee by more than fifty (\$50.00) dollars, the employee has the option of reimbursement within 1 business day or with the next, regularly scheduled pay day.
- Pay overages, whether caused by employee, Payroll Department or pay vendor error, will be corrected with the next, regularly scheduled pay.
- If pay is lost, omitted or misdirected during electronic funds transit, a check will be issued within 24 business hours after funds are returned.
- If an employee closes a direct deposit account without notifying the Office Manager by the end of the pay period, the employee must wait until the funds are rejected and returned to Licking/Knox Industries, Inc. After the funds are returned, the Office Manager will issue a check and the employee will be charged a \$25 processing fee. The above process occurs if funds are rejected due to incorrect account information provided by the employee.