



Wesley Woods Senior Living, Inc.

SUBJECT: Paydays

THIS POLICY

Policy Number: 304

Effective Date: 11/01/02

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REPLACES POLICY

Policy Number: 304

Effective Date: 10/01/93

Policy:

Wesley Woods Senior Living, Inc., employees will normally be paid every other Friday (e.g., 26 bi-weekly periods) for hours worked during the previous two work weeks.

Guidelines:

1. When a holiday falls on a scheduled payday, paychecks will be available on the last corporate work day before or the first corporate work day after the holiday.
2. Paychecks may be picked up by a facility representative in the Financial Services Department on Thursday at 2:30pm. Paychecks may be picked up by employees in their facility according to the schedule in that facility.
3. Final paychecks for terminated employees will be processed with the normal payroll unless earlier payment is approved by the Director of Human Resources.
4. All changes (new hires, terminations, rate changes, changes in deductions or withholdings, transfers, etc.) must be submitted by 5:00pm on the last Wednesday of the pay period to the Human Resources Department.
5. Employees who believe there is an error in their paycheck should notify their supervisor immediately. Supervisors are responsible for verifying that an error was made and make appropriate corrections.
 - a. If the error is the responsibility of the Wesley Woods Senior Living, Inc., supervisor or the Financial Services Department, adjustments will be made by Financial Services with the concurrence of the Director of Finance and/or the Director of Human Resources, within three (3) business days from notification. A manual check will be issued for the employee at that time.
 - b. If the error is the employee's responsibility, (i.e., **failure to clock-in or out**), the adjustment will be made as soon as possible, but no later than the next pay period.
6. Wesley Woods Inc. does not issue pay advances.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Date Reviewed: 11/01/02 Last Revised: 09/01/2007 Adair Maller, Director Human Resources