Paydays and Paycheck Distributions

**Brief**

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>Publication date</td>
<td>8/31/2016</td>
</tr>
<tr>
<td>Effective date</td>
<td>9/15/2011</td>
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**BRIEF**

**Policy Summary**

This policy describes when Berkeley Lab issues paychecks and the methods by which they may be distributed.

**Who Should Read This Policy**

All Berkeley Lab employees

**To Read the Full Policy, Go To:**

The POLICY tab on this wiki page

**Contact Information**

Disbursements and Project Costing Manager

Payroll Manager

**Policy**

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**POLICY**

**A. Purpose**

This policy describes when Lawrence Berkeley National Laboratory (Berkeley Lab) issues paychecks and the methods by which they may be distributed.

**B. Persons Affected**

All Berkeley Lab employees

**C. Exceptions**

None

**D. Policy Statement**

1. **Paydays**
   a. **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 weekend or holiday, the payday will be advanced to the last working day before the weekend or holiday in all months except December.
b. **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, payday will be moved to the last regular workday before the holiday.

2. **Paycheck Distribution.** Employees may have their paychecks distributed by electronic banking or mailed to their home address. The choice is made at the time of employment and may be changed at any time using:
   a. **Direct Deposit Form** (updates Payroll System)
   b. **Direct Deposit online access** (using Employee Self-Service)
   c. **Electronic Banking**
      1. Employees may request the electronic deposit of their net earnings into a maximum of nine banking accounts. These banking accounts must be with a United States financial institution that participates in the Automatic Clearing House (ACH) interbank network.
      2. A deposit advice slip will be made available electronically via Employee Self-Service. If an employee would like to receive a paper advice slip, they may make this request to the Payroll department and the paper advice will be mailed to their home address.
   d. **Paper Paycheck.** Regular payroll checks for employees will be mailed to the employee's home address on record.

3. **Special Paychecks.** Under hardship circumstances, an employee may obtain his or her check before the normal payday. Requests should be made by the employee's supervisor on behalf of the employee to the division's HR Division Partner. The HR Division Partner will review the request and determine if a hardship exists. If HR concurs with the request, it will be submitted to Payroll for final review and approval by the Controller or designee. In addition to the hardship criteria, the following limitations apply:
   a. Advance payment can only be made for pay already earned during the pay period. This advance will be deducted from the employee's next available paycheck.
   b. Only one hardship special paycheck will be allowed per employee, per calendar year.

4. **Final Paychecks**
   a. Final paychecks for voluntarily terminating employees will be submitted to HR Shared Services.
   b. Final paychecks for involuntarily terminating employees will be distributed based on instruction from HR Employee Relations and/or the HR Division Partner.
   c. Final paychecks for deceased employees are made payable to the employee's estate, as required by state law.

**E. Roles and Responsibilities**

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

**F. Definitions/Acronyms**

None

**G. Recordkeeping Requirements**

None

**H. Implementing Documents**

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>11.05.003.001</td>
<td>Direct Deposit Form (updates Payroll System)</td>
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**I. Contact Information**

Disbursements and Project Costing Manager

Payroll Manager

**J. Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tbody>
<tr>
<td>8/31/2016</td>
<td>1.2</td>
<td>M. Hutchins</td>
<td>Clarification of existing requirements for hardship advance; issuance of final checks</td>
<td>D.3, D4</td>
<td>Minor</td>
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<tr>
<td>11/30/2013</td>
<td>1.1</td>
<td>M. Hutchins</td>
<td>Reviewed 11/12/13. No changes</td>
<td>Publ. &amp; Next Review dates</td>
<td>Minor</td>
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<tr>
<td>1/2/2012</td>
<td>1</td>
<td>Moe</td>
<td>Reformat for wiki</td>
<td>All</td>
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**DOCUMENT INFORMATION**

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
Title: Paydays and Paycheck Distributions

Document number: 11.05.003.000

Revision number: 1.2

Publication date: 8/31/2016

Effective date: 9/15/2011

Next review date: 7/31/2019

Policy Area: Payroll

RPM Section (home): Financial Management

RPM Section (cross-reference): Section 11.07

Functional Division: OCFO

Prior reference information (optional): RPM Section 11.07

Source Requirements Documents

Fair Labor Standards Act (FLSA)

Implementing Documents

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