

**BENCO
Personnel Manual**

PAYDAYS

Paydays are every other Friday. Paychecks will generally be made available at 8:00 a.m. but could be available as late as 4:00p.m on paydays. If a payday falls on a holiday, employees will be paid the previous business day.

Paychecks can be picked up at the administrative office. Benco does not send paychecks to the individual programs. Upon request employees can have their paychecks mailed. Employees can authorize another person to pick up their paycheck if the employee puts it in writing and sends it with the person picking up their paycheck. The person picking up the paycheck for the employee must have picture ID.

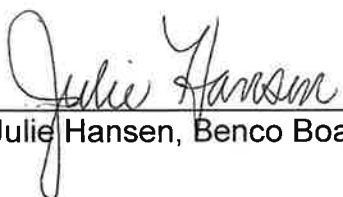
DIRECT DEPOSIT

Employees may have their paycheck directly deposited into their checking or savings account. To get direct deposit started, bring a voided check to the Benco Administrative Office and fill out a direct deposit form. The first payroll in which the employee has started direct deposit will be a paper check. The following payroll the employees money will be direct deposited into the their bank account. If the employee chooses to end their direct deposit and receive paper checks again, the employee must put it in writing and cannot start direct deposit again for 3 months. Upon request employees can have their direct deposit paystub mailed. Employees can get a copy of their direct deposit stub or regular paper check stub upon request. All payroll stubs are located at the Benco Administrative Office.

TIME SHEETS, TIME CLOCK SYSTEM AND ADJUSTMENT SHEETS

Employee timesheets/adjustment sheets are a legal record of the hours an employee has worked and are the property of Benco. Paychecks are based on the time an employee clock's in/out. Adjustment sheets are used if an employee has an irregular clock in/out time that varies from the employee's normal scheduled shift.

An employee may not have anyone else clock them in/out or have anyone write in an adjustment for them. This could be considered willful falsification of hours worked and disciplinary action could occur, up to and including termination of employment.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22