6.01 PAY PERIOD AND ELECTRONIC FUNDS TRANSFER (DIRECT DEPOSIT)

A. Pay Period

The pay period consists of two (2) consecutive workweeks beginning Thursday at 12:01 a.m. and ending on Wednesday at midnight, 12:00 a.m. two (2) weeks later.

There are normally twenty-six (26) pay periods in a year. Paychecks are issued bi-weekly for the pay period ending two weeks prior. Payday typically occurs on a Wednesday, but may be adjusted depending upon the timing of certain holidays such as Christmas.

Pay advances are not allowed.

Pay stubs may be viewed on the Stark County Employee Self Service intranet.

B. Electronic Funds Transfer (Direct Deposit)

All employees shall be paid by direct deposit. Each employee shall complete a written authorization for direct deposit payment form prior to appointment, or on the very first day of appointment. The authorization shall include the designation of a financial institution equipped to accept direct deposit and the number of the account into which the deposit is to be made.

C. Payroll Deductions

The following deductions are made from an employee's paycheck as required by law, in accordance with employee the employee benefit plan, or as requested by the employee. All deductions are itemized on the employee's bi-weekly pay statement.

1. **Mandatory Deductions Include:**
   a. Pension Fund (OPERS)
   b. Income Taxes (Federal, State, Municipal where applicable)
   c. Medicare Tax
   d. Child Support
   e. Garnishments

2. **Miscellaneous/Voluntary Deductions—Examples Include:**
   a. Health Insurance
   b. Supplemental Insurance
   c. Deferred Compensation
   d. Parking
   e. Charity Pledges