

PROCEDURES FOR POSITIVE PAY:

Any employee who continues to miss work consistently for any reason and has exhausted their leave should be put on positive pay. This means they will receive pay for what they actually work. For instance: Time worked between 4/1-4/15, would be turned in on 4/15 payroll and paid on April 28th. Time worked between 4/16-4/30 will be turned in with the 4/30 payroll and paid on 5/15.