Payroll Period and Payday (Non-Exempt)- The payroll period begins on Thursday and ends 14 calendar days later on Wednesday. Employees are then paid on the following Thursday for the hours worked during that pay period. If a payday falls on a designated holiday, paychecks are normally distributed on the preceding workday.

Payroll Period and Payday (Exempt)- The first payroll period begins on the first day of the month and continues through the 15th of that month. The second payroll period begins on the 16th day of the month and continues through the last day of the month. Employees are paid on the first workday following completion of the payroll period. If a payday falls on a designated holiday, paychecks are normally distributed on the preceding workday.

Direct Deposit - An employee may elect to have all or part of the employee's paycheck deposited directly into the employee’s checking and/or savings account at the designated financial institution each payday. An employee must submit a signed, written authorization for direct deposit to the Association.

Authorized Check Release - An employee’s supervisor shall not release a paycheck to anyone other than the employee unless the employee has provided a signed, written authorization to the Association.

Statutory and Voluntary Deductions - In compliance with government regulations, Cornell Cooperative Extension deducts the required portion of an employee's wages for federal, state, and social security taxes. Voluntary payroll deductions are taken from an employee's paycheck when authorized in writing by the employee. All payroll deductions are indicated on the employee’s pay stub.

Garnishments - If the Association is required to deduct any garnishments from an employee's wages, the employee shall be notified as soon as possible.

Pay Advances and Loans – The Association does not give pay advances or employee loans nor does it distribute paychecks earlier than the scheduled payday.

Questions - Questions concerning paycheck deductions or how they were calculated should be initially directed to your supervisor.