

Payroll Information

Payment Schedules

Employees are paid on a bi-weekly basis, with payment issued every other Friday. If a payday falls on a holiday, payments will be processed the day before. Pay periods run from Sunday to Saturday, with paychecks covering the prior two weeks.

Tax Deductions

Federal and state taxes will be automatically deducted from your paycheck based on your W-4 elections. Employees may update their tax withholding status at any time through the payroll system. Additional deductions for benefits, such as health insurance and retirement contributions, will also appear on your paycheck.

Direct Deposit Options

Employees may opt to receive their paycheck via direct deposit to their bank account. To set up direct deposit, log into the payroll system and provide your banking details, including routing and account numbers. Direct deposit ensures timely receipt of your paycheck, even on holidays.