

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.14	Pages: 1 of 1
Chapter: Employee Benefits		Effective Date: August 11, 1994
Subject: Pay Checks		

I. POLICY:

Cumberland County Government shall issue employee paychecks on a bi-weekly basis. County Government shall comply with N.J.S.A. 34:11-4.1 to 34:11-4.7, where applicable.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. Pay periods shall be as follows:

1. The Cumberland County Jail, Communications Center, Library and Juvenile Detention Center shall run from Sunday through Saturday.
2. All other County Departments shall run from Saturday through Friday.

B. The Payroll Office shall:

1. Distribute the paychecks to the various departments each payday.
2. Distribute the paychecks on the closest working day before a holiday that falls on a regular payday.
3. Ensure that all payroll deductions mandated by Federal, State or Local Statute or by collective bargaining agreements are made in accordance with those laws or agreements.
4. Ensure that elective payroll deductions, (i.e. deferred comp, United Way, U.S. Savings Bonds, etc.) are made after proper written authorization has been obtained from the employee.