

DIRECT DEPOSIT OF PAY

SECTION 1. TIMELY AND PROPER COMPENSATION:

A. Timeliness: Employees are entitled to timely receipt of all wages earned by them for the applicable pay period. All changes will be made effective on the first day of the pay period. A change request received with a date that is not the first day of the pay period will be made effective the first day of the following pay period.

B. Established Pay Day: The Agency will study establishing single pay day for all bargaining unit employees, with a goal towards adopting a single pay day if feasible.

C. Electronic Funds Transfer: all employees as of the effective date of this Agreement will be required to receive their pay through direct deposit via electronic funds transfer into bank accounts.

D. Pay and Leave Statements: Employees will receive all of their payroll information electronically. In those situations where employees do not have access to a computer, or a computer in a central location, a printed pay and leave statement will be provided upon request. The Agency will ensure that Pay and Leave Statements are handled in a confidential manner.

SECTION 2. DIRECT DEPOSIT OF PAY:

A. Delivery of Pay: Employees' pay will be delivered in accordance with applicable law and regulation.

B. Replacement of Missing Funds: If a bargaining unit employee fails to receive his or her owed pay on the established pay day, the Agency will initiate an investigation and pursue replacement of the missing funds. The employee must notify the supervisor of non-receipt as soon as the fact becomes known. Such notification should be followed up in writing by the employee.

C. Assistance with Financial Institutions: The Agency agrees to assist affected employees by verifying to the bank or other institution the amount of pay that is due and that the Agency is taking every step to replace the missing funds.

D. Emergency Payment: In situations where an employee, through no fault of the employee, has not received all or part of his or her salary for a given pay period(s) (salary underpayment), and waiting for the recertified salary payment would cause undue hardship, the Agency may, at the employee's request, authorize an emergency payment to the employee. Such authorizations and payments will be made in accordance with applicable law and regulation. The Agency will process and forward all requests for emergency payments to DFAS as expeditiously as possible, normally within one workday of receipt.

Agreed: Agency:  Union: 

Date: 7-6-15

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