

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Paychecks

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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

To establish a policy for the timely collection of employees' time, to ensure accurate paycheck processing and distribution.

POLICY:

All employees will be paid on a bi-weekly basis on alternate Fridays.

The Company uses a web-based record and notification of the employees pay stub which eliminates the paper pay stub. Employees are required to use direct deposit to assist in eliminating manual checks and reduce the possibility of stolen or misplaced pay checks. The direct deposit account designated must be in the employee's name.