

ODNR PAY POLICY-PROCEDURE

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| Effective | November 1, 2011 |
| Purpose | To provide information describing how the Department of Natural Resources, through the State of Ohio, pays employees. |
| Authority | OAC 123.1-35-05, Office of Budget Mgt. ORC, OCSEA/AFSCME – FOP Contract |
| Reference | OAC 123.1-35-05, Office of Budget Mgt. ORC, OCSEA/AFSCME – FOP Contract |
| Resource | Office of Human Resources – Personnel Section |

Policy

Employee earnings are paid biweekly on alternate Fridays by direct deposit or warrants. The State pays employees on a two-week delay.

Employees' pay shall be computed on a one-tenth (1/10) of an hour basis. Payroll deductions required by law or voluntarily requested by an employee are automatically deducted from his/her bi-weekly earnings. Involuntary deductions may be required; (i.e. an employee's pay can be garnished by Court Order through the Department of Administrative Services ("DAS") or by Federal Levy issued by the Internal Revenue Service through DAS).

In cases when an employee is paid any benefit or payment to which the employee is not entitled, the benefit shall be repaid to the employer. If the employee fails to make the repayment, the amount due may be withheld from future earnings or the employer may collect the amount in any other manner provided by law or labor agreement. Employees shall report any improper payments to their Division/Office payroll section as soon as they become aware of them.

Procedure

A. Timesheets

At the end of each two-week pay period each employee is required to submit time sheets accurately reflecting his/her daily work and leaves taken during the pay period. Each time sheet must be physically or electronically signed by the employee and by his/her supervisor (or division chief or assistant chief in case of supervisor absence). Each employee is responsible for seeing that his/her time sheets are submitted in accordance with established Division/Office policy.

Falsification of time records is subject to discipline up to removal.

B. Direct Deposit

In order to comply with the mandate of OAC 123:1-35-05, all covered State of Ohio employees must have their pay directly deposited into a financial institution of their choice.

1. Any employee selected or appointed to a position shall within two weeks of employment either submit the required documentation to authorize the direct deposit of the employee's compensation into a financial

institution of the employee's choice or submit it into a financial institution designated by the Office of Budget & Management.

2. An employee who has authorized the direct deposit into a financial institution of the employee's choice that has had such direct deposit authorization cancelled for any reason shall within two weeks of such cancellation authorize the direct deposit of the employee's compensation into another financial institution of the employee's choice.

C. Employee Data

It is the responsibility of each employee to provide a physical address for the purposes of payroll processing. It is also the employee's responsibility to ensure that their Division/Office payroll section is kept apprised of any employee data changes, e.g., name, tax, address changes, etc. Employees are responsible for reviewing their pay checks for errors and reporting any discrepancies to their Division/Office payroll section.

D. Leave Availability

Employee shall not utilize leave within the pay period it is accrued. Employees may utilize leave which has been accrued in previous pay periods when such leave becomes available subject to the approval of his/her supervisor.

E. Salary Deductions

Like all state agencies, the Ohio Department of Natural Resources is subject to the Fair Labor Standards Act (the "Act"), which regulates certain payments of wages. The Regulations promulgated in support of the Act govern the ability of employers to make deductions from employee pay checks. The Department makes every effort to abide by the provisions specified in Section 542.602 (a) of the Regulations.

If any employee believes that any improper deduction was made by the Department, the employee should immediately report the alleged improper deduction or short-pay to their Division/Office payroll section. The improper payment will be fully investigated and the employee will be reimbursed for the deduction if the investigation reveals that it was improper.

Employees may view their paychecks the Monday before pay-day at https://hcm.oaks.ohio.gov/psp/hcprd_internal/EMPLOYEE/HRMS/?cmd=logout (I would change this to myohio.gov)

F. Earning Statements (Pay Stubs)

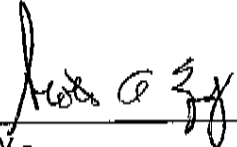
Individuals receiving a direct deposit (EFT) will no longer have the discretion of receiving a hard copy pay stub at the end of each pay period (pay day).

G. Check Cashing

Payroll checks or warrants are not to be cashed prior to the date the funds are available (i.e., check date), which is usually pay day Friday's, the second Friday of the pay period. Failure to comply may result in a delay in the release by OBM of all payroll checks or warrants to ODNR until the aforementioned "pay

day" which will in turn delay distribution to ODNR's various field locations.

All other relevant provisions of OAC 123:1-35-05 shall apply.

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| Office of the Director: | <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
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| Scott Zody - | 9/30/11 | Date |