

Hello everyone.

Since we have had a few people having issues with receiving their paychecks, we just wanted to take this opportunity to remind everyone of their options. There are a few ways one can receive their paycheck.

- 1) You can pick up the paycheck in person on Monday.
 - a. If you cannot come to pick up the paycheck in person, you can authorize (via signed letter) someone else to come pick up your paycheck.
- 2) If you cannot pick up your paycheck on Monday and don't want to send someone else to pick it up, you can schedule with the office to pick it up on a different day. – must have prior approval to do this.
- 3) You can get your paycheck mailed.
 - a. We do our best to mail out your paycheck a few days before payday so that you can have it on actual payday. With that being said, we cannot guarantee which day you will get your paycheck. Once we place the paychecks in the mail, it becomes out of our hands and becomes dependent on the Post Office for it to be delivered.
 - b. Please note that while the Post Office is typically reliable, when a federal holiday occurs near a payday, this may delay you receiving your paycheck, which unfortunately is out of our hands.

If you currently get your paycheck mailed and would like to make the switch to in person pick up, please let us know the Monday before payday. (ex. The next payday is August 4, we would need to know by July 28 to hold your check).

If you have any questions, please contact Cait.