

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.2

PAY PERIODS

There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Friday on a one (1) week delayed system. The bi-weekly payroll period for all employees is from 12:01 a.m. Sunday through 12:00 midnight the second Saturday.

Employees can access persona paystubs through the Employee Self Service. Employees will be provided the ESS Link along with username and password in the first pay period of employment.

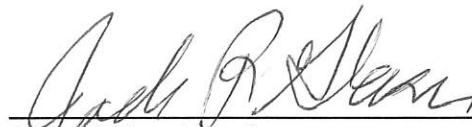
All employees are required to participate in he county's Employee Self Service system to receive a breakdown of their pay and applicable deductions. A "paystub" will not be provided by the Auditor's office.

All funds are direct deposit. If a holiday occurs on a Friday on which a pay day falls, funds will be issued on the preceding Thursday.

Questions regarding an employee's pay are to be referred immediately to the respective Supervisor for resolution.

Pay advances of any kind are not permitted.

Adopted: 1/26/98
Updated: 7/24/2012
Revised: 9/25/2023



Board President



Superintendent