

**PAYDAYS, TIME CARD, AND PAYROLL DEDUCTIONS POLICY**

Paychecks are distributed bi-weekly on Wednesdays. You may make arrangements for direct deposit into a maximum of one checking or savings accounts at all ACH receiving financial institutions.

Non-exempt positions are subject to the overtime provisions of the Fair Labor Standards Act which require that the OBPA retain records of the time worked by employees in these positions. Time cards and time sheets should be submitted to your supervisor each Wednesday morning.

Your pay is subject to the following standard deductions:

- State and Federal Withholding Tax
- Social Security and Medicare Tax
- New York State Disability Insurance