

Paycheck Disbursement

The policy on paycheck disbursement has been created to help with security issues involving employee paychecks. S.T.E.P. paychecks are disbursed on payday at 12:00 noon by the payroll department. You must be present to receive paycheck. Please be aware that if you do have someone else pickup your paycheck for you they must be prepared to show valid ID, and have written consent to pick up check with them or on file. They will also be required to sign for your paycheck.

I agree and understand that it is my responsibility to pick up my paycheck at the STEP office. I further understand that without written consent and valid ID to pickup my check, STEP will not release my paycheck to anyone other than myself. No exceptions.

Employee Signature

Date

Employee Name (Print)

If you do not choose to pick up your paycheck at STEP office you can elect to have S.T.E.P mail your paycheck or Direct Deposit stub (on payday) to your home address.

Effective now I choose to have my Paycheck mailed to me on payday to my address on file.

I have read and understand the above policy. I understand that it is my sole responsibility to notify S.T.E.P. of any address changes. I also understand that if I fail to notify S.T.E.P. of any address changes and request a stop payment on that check the charge of that stop payment will be deducted from my next paycheck.

Employee Signature

Date

Employee Name (Print)