



## PAYROLL FEE SCHEDULE

Community Options, Inc. provides staff members with the IPAY service from ADP at no cost to the employee. The IPAY service allows staff members to print individual pay stubs and W-2 forms. If a staff member requests the Financial Services office to provide an additional copy of their paycheck stub or W-2 form, the employee will be charged a fee for this service.

Direct deposit of the employee's paycheck is also offered at no cost to the employee. If the employee does not use the direct deposit method, the employee's paycheck is mailed directly to the employee from ADP. Paychecks that are mailed to the employee are not guaranteed to arrive at the employee's mailing address by the monthly pay date.

If necessary, Community Options, Inc. will reissue a paycheck to a staff member no sooner than five (5) business days after the monthly payday at no charge. If an employee requests a paycheck to be reissued less than five (5) business days after the monthly payday, a stop payment fee will be deducted from the employee's reissued paycheck.

The following is the list of fees that may be charged to the employee by the Financial Services office:

Stop Payment	\$30.00
Copy of W-2	\$35.00
Copy of check stub	\$10.00

Questions regarding the Payroll Fee Schedule or the procedures related to these services should be directed to the Financial Services office.