

# Pay Schedule

*Employees shall be paid on a bi-weekly basis with Direct Deposit available on applicable Fridays (or the nearest business day when Friday is a banking holiday). Paper checks may be picked up the following week. Employees are required to regularly review their pay stubs upon receipt and report any concerns to their supervisor or the DFO immediately. In the event of a mistake that results in an Employee being underpaid based on their agreed upon wage, Foothills is responsible to correct the mistake as soon as possible after discovery. In the event of an employee being overpaid based upon their agreed upon wage, an employee may be held responsible to pay back the surplus in a timely manner.*

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