



## Payment of Wages Policy

Due to the COVID-19 pandemic virus, Alcom has adopted an immediate emergency wage payment policy. Historically, Alcom has allowed wage payments in the form of hard copy checks. Due to the additional risk associated with manual check creation and distribution efforts as well as future mail distribution concerns, Alcom will require all wage payments to proceed in electronic format only (Direct Deposit). It is our intentions to continue this policy beyond the COVID-19 virus concern.

### **There are multiple electronic wage payment options available to all employees:**

1. direct deposit to your checking, debit or savings account with your preferred bank
2. direct deposit with an ADP payroll card (Wisely Direct)
3. direct deposit with any available payroll debit cash card of your choice (*example Green Dot, Visa, Walmart Cards etc. available at most stores*)

### **You will need to complete ALCOM's Direct Deposit form or provide a printout from your bank with the following information:**

- Employee Name
- Bank Name
- Bank Routing Number
- Bank Account Number

### **Q & A**

**Q.** How long do I have to get this set up?

**A.** To get future wage payments, after payroll week ending 4/19/20, you must set up an electronic wage payment. **You must return your paperwork by fax(below number) or drop off to local HR no later than Monday April 27<sup>th</sup> by noon time.**

*We apologize for the short notice, however, please understand that we are taking the necessary steps to keep Alcom's office and production employees as safe as possible. Please do your part and help support our attempt to eliminate channels of possible virus risk exposure.*

**Q.** Will I still get a hard copy pay statement going forward?

**A.** No, hard copy statements will not continue.

**Q.** Where can I get or access my future pay statements?

**A.** You will need to get signed up for the ADP employee portal available through either the ADP mobile app or from a home computer.