



## Friday Pay Day FAQ Guide

Beginning in January 2012, Maxim Healthcare will use a Friday pay day for all employees. All Maxim employees, field staff, and contractors will receive pay on the same day.

All employees will receive their wages on Friday, regardless if they choose manual check, Global Cash Card or use direct deposit. Direct deposit users can choose any financial institution and their pay will be available on Friday.

The first Friday pay day will be January 6, 2012. Below are some common questions and answers to help you prepare for this transition.

### **What can I do to prepare?**

Plan ahead and act now. By setting aside as little as \$10 a week between October and January, you will save over \$100 to help with gas, groceries, and necessities during the first week of January.

Monthly deductions for items such as a mortgage or car payments are often due on the first of each month. Please plan accordingly.

### **I withdraw money from my checking account on Wednesday and Thursday, do I need to do anything?**

Yes, keep in mind that your wages will not post to your account until Friday. We recommend you do not withdraw from your account prior to Friday.

### **How does this affect my automatic deductions and withdraws from my checking account?**

If you have automatic deductions or withdraws from your checking account for bills or other charges currently scheduled for Wednesday or Thursday, the weekly paycheck currently used for those funds will not be available until Friday. Weekly deductions should not be scheduled before Friday.

One option is to not register for automatic payments and pay your bills in person, via check, or online. This will give you control of when payments are made.

### **I don't think I have automatic deductions or withdraws, how can I be sure?**

Review your checking account balance statement for the previous two or three months. If your statement does not notate the type of transaction, contact your financial institution directly to confirm whether or not you have automatic deductions. Automatic withdraws could include payments for mortgage or rent, car, insurance, credit card, and more.

**I currently have my weekly pay going to more than one account, will this change?**

No, your current payroll preferences will remain the same unless you chose to change them.

**Will my weekly pay amount change?**

No, your weekly pay will still reflect your work over the same time period. Only the day your payment is being delivered is changing.

**Does this mean I won't get paid for 8 or 9 days after my last payment in December 2011?**

The first Friday pay day is January 6, 2012. If you currently receive your payment prior to Friday, then you will experience a one or two day postponement receiving your pay for that week.