



State Hospital Employee Policy Manual

9.2 Paycheck Information

Employees may view their paycheck information and total compensation on the web based Employee Self Service Center. The address is <http://www.kansas.gov/employee>.

Personnel and payroll records for KDADS employees are kept in Human Resources. Exempt employees are paid biweekly salary and non-exempt employees are paid an hourly rate. Payday is every other Friday. If Friday is a holiday, then payday is the last working day prior to the holiday. Contact Human Resources for more detailed information.

Employees must set up a direct deposit account when beginning their employment. The paycheck may be deposited into any financial institution of an employee's choice and credited to any account(s) of that institution.

Reference: K.A.R. 1-5-21; K.A.R. 1-9-1