

## ■ WAGE PAYMENT LAWS

### TERMS:

**Paydays** — Every employer must designate at least two days per month, not more than 16 days apart, as fixed paydays.

**Wage Payments** — All wages due an employee on each regular payday must be paid on that day, in lawful U.S. currency or by negotiable check. Wages may be paid by direct deposit to an insured banking institution, but only with the worker's voluntary prior written consent, and in such cases the worker must receive a statement of earnings and withholding.

**Withholding** — No employer may withhold any portion of a worker's wages unless the employer is authorized to do so by federal or state law, the employer has the worker's written authorization to do so, or there is a genuine dispute as to the amount of wages due.

**Termination** — When a worker is discharged from employment, final wages due must be paid within 7 working days or the end of the next regular pay period, whichever is sooner. When a worker quits the job, final wages due must be paid no later than the next regular payday for the pay period during which the worker quits. If requested by the worker, final wages may be paid by mail.

**ENFORCEMENT:** *State Labor Department, Industrial Commission of Arizona, Phoenix, Arizona 85007 (602-542-4515).* The Department is authorized to accept any wage claim involving up to \$2,500, but only if the claim is filed within one year after the wages were originally due. The wage claim form may be downloaded from the agency's website, at <http://test-az-ica.pantheonsite.io/forms/labor3303>.

As an alternative to filing a claim with the state agency, or if the claim amounts to more than \$2,500, the law gives the worker the right to sue the employer in civil court to enforce these provisions, using a private attorney or a public legal services program.