

■ WAGE PAYMENT LAWS

TERMS:

Pay Periods — Employers must pay their workers' wages at least once each calendar month, on regular paydays designated in advance by the employer. The end of the pay period for which payment is made may not be more than 15 days before the payday.

Final Pay — Whenever an employer dismisses a worker or the worker quits, the employer must pay final wages no later than the next regular payday.

Method of Pay — Wages must generally be paid in lawful U.S. money, by checks which can be cashed in the local community, by direct deposit to a bank chosen by the worker, or by a debit-type payroll card.

Deductions from Pay — In general, it is unlawful for an employer to withhold any part of a worker's wages unless (1) the employer is required or authorized to do so by state or federal law, (2) the deductions are for documented health care or services, with no financial benefit to the employer, (3) the deductions are authorized in writing by the worker and are for a lawful purpose for the worker's own benefit, or (4) the deductions are for contributions to an approved employee retirement plan.

Exception — An employer may withhold a portion of a worker's wages to allow repayment of a loan made by the employer, to recover a payroll overpayment, or to recover the cost of employer-provided items such as uniforms, as long as (1) there is a signed agreement between the employer and the worker consenting to it, and (2) amounts withheld under these circumstances do not end up reducing the worker's wages to below the applicable federal or state minimum wage.

Notifications — At the request of a worker, the employer must (1) notify the worker in writing as to the rate of pay and the date and place of wage payments, (2) give the worker prior written notice of any change in these terms or conditions, (3) provide written notice of the employee benefits to which the worker is entitled, and (4) furnish the worker with an itemized statement of deductions made from the worker's wages for each pay period such deductions are made.

ENFORCEMENT: *Employment Standards Division, Kansas Department of Labor, Topeka, Kansas 66603 (785-296-5000, extension 1068).*