

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Compensation**  
**Section 310 – Administrative Pay Corrections**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

**2. Policies**

- a. In the unlikely event that there is an error in the amount of pay, a correction will be made on the payroll following identification of the error.
- b. In extreme circumstances where there may be a hardship, approval may be given by the President or Chief Financial Officer for immediate correction.