

Pay Selection Policy

Direct Deposit is a condition of employment and must be received prior to the employee working. If direct deposit enrollment is not complete, the employee will automatically be enrolled into the ADP TotalPay Card and Money Network Check Service.

Employees working in Minnesota *only* may request to be paid wages by another method that is allowed by law. Complete the request form to change the wage payment method.

Checks stubs are available online by logging into the ADP Portal. Employees working in Minnesota or Oklahoma *only* may request a paper check stub by mail to the address the Payroll Department has on file..

Rottinghaus Company Inc. (“**Employer**”) offers two options to receive your pay, Direct Deposit or the ADP® TotalPay Card and Money Network™ Check Service.

Option 1: DIRECT DEPOSIT Employer will disburse all of my net pay as selected below (“**Direct Deposit**”) into the account (the “**Account**”) at the financial institution with the routing and account numbers and account type (collectively, “**Account Information**”) I have provided separately to Employer according to Employer’s procedure.

Option 2: ADP TOTALPAY CARD AND MONEY NETWORK CHECK SERVICE Employer will disburse all of my net pay as selected below using the ADP TotalPay Card and Money Network Check Service (the “**Service**”) and I may use either of the following options:

Money Network™ Check. The Money Network Check (“**Check**”) is a paycheck that I can easily complete on or after each payday morning wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners.

ADP TotalPay Payroll Debit Card. The ADP TotalPay Payroll Debit Card (“**Card**”) provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday morning with the following features: (i) eliminates the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed; (ii) immediate, worldwide access wherever the Card is accepted for ATM cash withdrawals, bank-branch withdrawals, and store purchases (including “cash back”); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone or online. There is no monthly service charge for the Card as long as I am employed by Employer. Many Card transactions are free (and I need never incur a fee to access 100% of my wages, to the penny, using the Service), but there are fees for other transactions. The Terms and Conditions, fee schedule, and other disclosures related to the Service are included in the Service’s Welcome Packet. Once you have consented to those terms and contracted for the Service by activating your Service account by following the instructions in the Welcome Packet, you may begin to use the Service.

I authorize Employer to disburse my pay by Direct Deposit or the Service, according to the pay selection I chose. In case of erroneous credit of funds to which I am not entitled, I authorize Employer to debit the Account or the Service. **I agree that my pay will be disbursed using the Service if I don’t make a selection by submitting a fully completed Employee Pay Selection and other required information (Account Information) to Employer within three (3) business days of receiving notice to submit a fully completed Employee Pay Selection Form and the Account Information to qualify for Direct Deposit. However, I understand that I can change my pay selection at any time in the future by submitting a new Employee Pay Selection Form and other required information according to Employer’s procedure (subject to the time it takes Employer to implement the change). My election will remain in effect unless Employer and/or Program Manager cancels this arrangement.** To help the government fight the funding of terrorism and money laundering activities, Federal law requires financial institutions to verify and record identity information before opening an account such as the account provided when you enroll in the Service. To permit this identification so that my pay to be placed in such an account, I authorize Employer to share my name, address, date of birth, Social Security Number, identification documents, and related personal information with Money Network and the issuing bank.