



Pay Procedures and Pay Corrections Policy

All team members are currently paid on a weekly basis, on Fridays, covering the previous work week. An electronic pay stub is available in MyHR.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor, Administrative Coordinator, or the Payroll department immediately so that it can be corrected. If an underpayment is identified, it will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the team member (where there is a substantial amount owed). In that case, Sprouts will attempt to arrange a schedule of repayments with the team member to minimize the inconvenience to all involved.

In the event that your paycheck is lost or stolen, please notify the Payroll department immediately. An attempt will be made to put a stop-payment notice on your check. If we are able to do so, you will be issued another check. Unfortunately, however, Sprouts is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.