

The Payroll Department

How am I compensated for my hard work at Davey Tree?



What you need to know about Payroll

All Davey operations and their subsidiaries that operate in the United States are part of the payroll that is processed at our Corporate Headquarters in Kent, Ohio.

Hourly field employees are on a weekly pay cycle and salaried or office employees are on a bi-weekly pay cycle. The pay period runs from Sunday to Saturday.

Timekeeping will vary based on your Service Line and role with the company. Consult your manager for more specific information on this topic.



Davey Employee Compensation Options

As a Davey Tree employee, you are eligible to receive a paper check or enroll in the Davey Tree Direct Deposit Program. If you enroll, your net pay will be deposited directly into the bank account of your choice and you will have the ability to access an electronic “Payroll Advice” confirming your gross pay, deductions, and net pay via SuccessFactors Employee Central. Your net pay will be transmitted on the date your paycheck is processed by the Payroll Department in Kent, Ohio, which means your net pay will be available in your account no later than 48 hours after transmittal. It could take up to (2) two pay periods for the direct deposit to take affect. In order to sign up for direct deposit, you may sign up online through your New Employee Step or you will need to complete the Direct Deposit Enrollment/Pay Card via SuccessFactors Employee Central. You will need your bank routing number and account number to enroll.

Primary Account: Please indicate whether your account is Checking or Savings and that this is your main payment method. For the main payment method you should not enter an amount or percentage.

Second and/or Third Account: Please indicate whether your account is Checking or Savings, for payroll type choose payroll, and include the percentage or dollar amount you would like distributed to this account each pay period.

Pay Card: If you would like to sign up for a pay card go to the Primary Account section and select the box next to Pay Card and forward your request to the Human Resource Dept. Within 10 days you will receive a temporary card in the mail. Once you receive this temporary card you must call to have it activated. Once activated, a permanent card will be sent to you by the financial institution. You will need to set this permanent card up in SuccessFactors Employee Central as a bank transfer and account type is checking account.