

PAYROLL ADMINISTRATION GUIDE

Policy Acceptance Document

Employee Name:

Department:

Position:

Effective Date:

1. Payroll Cycle and Pay Dates

The company operates on a designated recurring schedule for all compensation processing. Employees are compensated on a regular schedule, with precise dates outlined in the annual corporate calendar. In the event that a scheduled pay date falls on a weekend or recognized bank holiday, funds will be disbursed on the preceding business day.

2. Time Reporting and Attendance

Accurate time reporting is a mandatory requirement for payroll processing. Non-exempt employees must record all hours worked using the approved tracking system. Key requirements include:

- Submitting completed and approved time records by the established deadline for each pay cycle.
- Securing supervisor authorization prior to working any overtime hours.
- Reporting any discrepancies or errors in time records immediately to Human Resources or the Payroll Department.

3. Methods of Payment

Compensation is distributed primarily through electronic direct deposit into the financial institution account(s) designated by the employee. It is the responsibility of the employee to maintain accurate, up-to-date banking details with the payroll department to ensure timely fund transfers.

4. Taxes and Deductions

Disbursements are subject to applicable federal, state, and local tax withholdings. Statutory deductions, including social security, Medicare, and court-ordered withholdings, will be processed automatically. Voluntary deductions for benefit programs, retirement contributions, or other employee-authorized programs will be executed in accordance with signed enrollment authorizations.

Employee Acknowledgement and Agreement

I hereby acknowledge that I have received, read, and fully understand the Payroll Administration Guide and Policy. I agree to comply with all guidelines, recording requirements, and deadlines detailed within this policy. I understand that failure to submit accurate time records or comply with payroll procedures may result in administrative delays or disciplinary action.

Furthermore, I authorize the organization to process statutory and voluntary payroll deductions as indicated in my separate benefits enrollment and tax withholding forms.

Employee Signature

Date

Payroll Administrator / HR Representative Signature

Date