

# PAYROLL POLICY MANUAL

COMPANY NAME: \_\_\_\_\_

## 1. PURPOSE AND SCOPE

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This Payroll Policy Manual outlines the guidelines and procedures governing the administration of payroll, compensation, time tracking, and tax withholding. This policy applies to all employees, including full-time, part-time, temporary, and exempt/non-exempt staff.

## 2. PAY PERIODS AND PAYMENT FREQUENCY

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Employees are paid on a regular basis. Pay periods are structured as follows:

- The standard pay period is: \_\_\_\_\_
- Paydays occur on: \_\_\_\_\_
- If a scheduled payday falls on a weekend or a recognized federal holiday, payment will be distributed on the business day immediately preceding the holiday or weekend.

## 3. TIMEKEEPING AND HOURS WORKED

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Accurate time reporting is a joint responsibility of employees and management. All non-exempt employees must record all hours worked using the approved company time-tracking system.

1. Employees must record the exact time of arrival, departure, and unpaid break periods.
2. Under no circumstances is an employee permitted to work "off-the-clock."
3. Falsification of time records, clocking in or out for another employee, or unauthorized tampering with time-tracking records is strictly prohibited and subject to disciplinary action.

## 4. OVERTIME COMPENSATION

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Overtime compensation will be paid to all non-exempt employees in accordance with applicable federal, state, and local labor laws.

- All overtime hours must be authorized in writing by a supervisor prior to being worked.
- Non-exempt employees will receive overtime compensation at a rate of \_\_\_\_\_ times their regular hourly rate for hours worked in excess of \_\_\_\_\_ hours per workweek.

## 5. PAYROLL DEDUCTIONS

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The company is legally required to make specific deductions from each employee's earnings. These include, but are not limited to, federal, state, and local income taxes, as well as Social Security and Medicare taxes (FICA).

Voluntary deductions, such as retirement contributions, health insurance premiums, or charitable contributions, will only be made with explicit written authorization from the employee.

## 6. DIRECT DEPOSIT

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The company utilizes direct deposit as the primary method of payroll distribution. Employees are encouraged to provide accurate routing and account numbers for their designated financial institutions. Hardcopy checks will only be issued where required by law or under exceptional circumstances approved by the payroll department.

## **7. PAYROLL DISCREPANCIES AND ERROR RESOLUTION**

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Employees must review their pay stubs for accuracy upon receipt. If an employee believes an error has occurred in their compensation, withholding, or accrued paid time off, they must report the discrepancy to the Payroll Department immediately. The company will investigate and resolve verified errors in the subsequent pay cycle.

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# EMPLOYEE POLICY ACKNOWLEDGEMENT

## Payroll Policy Manual

I hereby acknowledge that I have received, read, and fully understand the Payroll Policy Manual of \_\_\_\_\_ . I agree to comply with all guidelines, rules, and procedures outlined within this document as a condition of my employment.

I understand that this manual is not a contract of employment, and that my employment remains at-will, meaning either I or the company may terminate the employment relationship at any time, with or without cause or prior notice.

I further understand that any violation of the policies outlined in this manual may result in disciplinary action, up to and including termination of employment.

**EMPLOYEE NAME:**

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**EMPLOYEE SIGNATURE:**

**DATE:**

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**AUTHORIZED REPRESENTATIVE:**

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**REPRESENTATIVE SIGNATURE:**

**DATE:**

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