

COMPANY NAME

EMPLOYEE HANDBOOK

Payroll Guidelines & Policy Agreement Form

Employee

Name: _____

Employee ID: _____

Department: _____

Date: _____

1. Purpose & Overview

This document outlines the standard payroll policies and procedures. Employees are required to read, understand, and comply with these guidelines to ensure accurate and timely compensation processing.

2. Timekeeping & Reporting

- All non-exempt employees must accurately record all hours worked using the approved timekeeping system.
- Time records must be submitted and approved in accordance with the established payroll calendar.
- Falsification of time records, working off-the-clock, or clocking in/out for another employee is strictly prohibited and subject to disciplinary action.

3. Payment Schedule & Method

- Pay periods and pay dates are structured according to the official payroll schedule.
- Direct deposit is the preferred method of payment. Employees are responsible for providing valid account details and updating changes promptly.

4. Deductions

- Mandatory deductions (such as federal, state, and local taxes, and social security) will be withheld from each paycheck in accordance with law.
- Voluntary deductions (such as health insurance, retirement contributions, or other benefits) must be authorized in writing by the employee.

5. Acknowledgement & Agreement

By signing below, I acknowledge that I have received, read, and understood the Payroll Guidelines and Policies as detailed in the Employee Handbook. I agree to abide by these policies during my employment. I understand that failure to comply with these guidelines may result in administrative delays or disciplinary measures.

Employee Signature: _____

Date: _____

HR / Supervisor

Signature:

Date:
