

COMPREHENSIVE PAYROLL POLICY

Employee Handbook Insert & Agreement

Company Name: _____

Effective Date: _____

1. Purpose and Scope

This policy outlines the guidelines, procedures, and expectations regarding employee compensation, time reporting, and payroll processing. It applies to all employees, including full-time, part-time, temporary, exempt, and non-exempt staff.

2. Pay Periods and Paydays

The company operates on a payroll frequency of _____. Employees are compensated according to the following schedule:

- **Pay Period Begin Date:** _____
- **Pay Period End Date:** _____
- **Designated Payday:** _____

If a regularly scheduled payday falls on a weekend or recognized company holiday, employees will be paid on the business day immediately _____ the scheduled payday.

3. Timekeeping Requirements

All non-exempt employees must accurately record all hours worked. Under no circumstances may an employee work "off-the-clock."

- Daily clock-in and clock-out must occur at the actual start and end times of work.
- Employees must log out for unpaid meal breaks lasting _____ minutes or more.
- Time records must be submitted and approved by the supervisor no later than _____ on _____.
- Falsifying time records, working off-the-clock, or clocking in/out for another employee is strictly prohibited and subject to disciplinary action.

4. Overtime Policy

Non-exempt employees are eligible for overtime compensation in accordance with federal, state, and local laws. All overtime hours must be authorized in advance by the employee's direct supervisor. Overtime is calculated at a rate of:

- _____ times the regular rate of pay for hours worked over _____ in a standard workweek.
- _____ times the regular rate of pay for hours worked over _____ in a single workday (where applicable by state law).

5. Payroll Deductions

Mandatory deductions will be withheld from each paycheck as required by law, including federal, state, and local taxes,

as well as court-ordered garnishments. Voluntary deductions (such as health insurance premiums, retirement contributions, or other authorized benefits) will only be withheld with explicit, written authorization from the employee.

Direct Deposit Notice: The company offers direct deposit to all employees. Authorized payroll funds are direct deposited into up to _____ designated bank accounts. Employees electing direct deposit must provide a voided check or official bank routing/account authorization form.

Employee Acknowledgement & Agreement

By signing below, I acknowledge that I have received, read, and fully understand the Payroll Policy outlined in this document. I agree to comply with all aspects of this policy, including timekeeping accuracy and overtime authorization rules. I understand that failure to comply with these guidelines may result in disciplinary action, up to and including termination of employment.

Employee Printed Name:

Employee Signature:

Date:

Supervisor/HR Representative Printed Name:

Authorized Signature:

Date: