

PAYROLL POLICY AGREEMENT

Hourly and Salaried Employee Handbook Acknowledgement

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / DIVISION

CLASSIFICATION (HOURLY / SALARIED)

1. General Payroll Guidelines

This document outlines the essential payroll guidelines and expectations for both hourly (non-exempt) and salaried (exempt) employees. By signing this agreement, you acknowledge that you have received, read, and understood the organization's payroll policies as detailed in the Employee Handbook.

2. For Hourly (Non-Exempt) Employees

- **Time Tracking:** All hourly employees must accurately record all hours worked using the designated timekeeping system. Under no circumstances should work be performed "off the clock."
- **Overtime:** Overtime hours must be approved in advance by a supervisor. Standard overtime rates will be applied in accordance with state and federal labor laws.
- **Meal and Rest Breaks:** Required rest and meal periods must be taken and recorded accurately as specified by regional regulations and company policy.

3. For Salaried (Exempt) Employees

- **Salary Basis:** Salaried employees receive a predetermined salary each workweek, which is not subject to reduction based on the quality or quantity of work performed, except as permitted by law.
- **Attendance Reporting:** While exempt from hourly tracking for compensation purposes, salaried employees must still report exceptions (such as PTO, sick leave, or leaves of absence) to ensure accurate benefit accrual and allocation.

4. Employee Deductions and Discrepancies

It is the policy of the organization to make only legally mandated or employee-authorized deductions from pay. Employees are expected to review their pay stubs regularly. Any perceived discrepancies, unauthorized deductions, or errors must be reported immediately to the Payroll Department.

Employee Acknowledgment & Agreement

I hereby acknowledge that I have received a copy of the Hourly and Salaried Payroll Policy. I understand

that it is my responsibility to read, familiarize myself with, and adhere to all guidelines outlined therein. I understand that compliance with these policies is a condition of my employment.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR / HR REPRESENTATIVE SIGNATURE

DATE

One copy to be retained by the employee; one signed copy to be kept in the employee's personnel file.