

STAFF PAYROLL POLICY HANDBOOK

1. Policy Overview

This policy outlines the guidelines, procedures, and standards for the administration of employee compensation. It is designed to ensure compliance with federal, state, and local labor laws, as well as to establish clear timelines and responsibilities regarding payroll processing, time tracking, and deduction management.

2. Pay Periods and Payment Dates

Employees are paid on a recurring basis. The standard payroll schedule is administered as follows:

- **Pay Frequency:**
- **Pay Period Start:**
- **Pay Period End:**
- **Official Payday:**

If a scheduled payday falls on a weekend or an official bank holiday, payment will be issued on the business day immediately preceding the scheduled holiday or weekend.

3. Time Tracking and Attendance

Accurate timekeeping is a federal compliance requirement and a vital component of payroll accuracy.

- **Hourly (Non-Exempt) Employees:** Must record all hours worked using the official timekeeping system. Under no circumstances may an employee work "off-the-clock." Daily records must accurately reflect starting times, break periods, meal breaks, and departure times.
- **Salaried (Exempt) Employees:** Are required to record exception time (such as paid time off, sick leave, or jury duty) in accordance with company leave policies.
- **Approval Deadline:** All timesheets must be completed, reviewed, and approved by the employee and their direct supervisor by on the scheduled following the close of the pay period.

4. Overtime Compensation

Overtime compensation applies to all non-exempt employees in accordance with applicable federal, state, and local standards:

- All overtime hours must be authorized in advance by a direct supervisor.
- Overtime is calculated at a rate of 1.5 times the employee's regular hourly rate for all hours worked in excess of 40 hours during a designated workweek.

5. Methods of Payment

The company offers the following methods for receiving wage payments:

- **Direct Deposit:** Electronic transfer of funds into designated bank accounts is the preferred and primary method of payment.
- **Physical Check:** Delivered on the scheduled payday to the standard workplace location or mailed to the address on record.

6. Payroll Deductions

Deductions from an employee's gross pay are classified into two categories:

- **Statutory Deductions:** Mandated by law, including federal income tax, state income tax, local taxes, Social Security (FICA), and Medicare.
- **Voluntary Deductions:** Authorized in writing by the employee, including healthcare premiums, retirement contributions, life insurance, and other voluntary benefit program selections.

7. Review and Discrepancies

Employees are expected to review their pay stub immediately upon receipt of payment. If a discrepancy, omission, or calculation error is identified, the employee must report the issue to the payroll department within business days of the payday to initiate a corrective review.

RECEIPT & POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Staff Payroll Policy Handbook Section. I understand that it is my responsibility to read, familiarize myself with, and abide by the guidelines, schedules, and requirements detailed within this policy.

Specifically, I acknowledge and agree to the following:

- I understand the payroll schedule, standard pay frequency, and my individual requirements regarding timely submission of hours.
- I understand that I am responsible for submitting accurate and complete hours, and that falsification of time records or working unauthorized "off-the-clock" hours may result in disciplinary action up to and including termination.
- I agree to promptly review my pay stubs and report any discrepancies or errors to the designated payroll representative within the established timelines.
- I understand that the policies outlined herein may be updated, amended, or revised by management at its sole discretion, and that any such changes will be communicated in writing.

EMPLOYEE PRINTED NAME

DATE

EMPLOYEE SIGNATURE

DATE

HR/ COMPANY REPRESENTATIVE NAME

DATE

HR/ COMPANY REPRESENTATIVE SIGNATURE

DATE