PARTNERS FOR HEALING

Policies and Procedures

# Name of Policy: Payroll

Date: 04/29/2010

Revised: 06/15/2016 (07/06/2022)

**Policy:**  Employees will be paid via direct deposit every two weeks.

**Procedure:**

1. A Personnel Action form is completed for each employee at initial hiring and again when any change occurs in status including demographic information and change in hourly rate or salary.
2. Each employee will maintain an automated time sheet which will be submitted to the Clinic Administrator or Executive Director for review and approval at the end of the workday every other Wednesday beginning Wednesday, June 15, 2016.
3. The Clinic Administrator or Executive Director will verify hours with the schedule and total hours worked. The time sheets will be signed by the Clinic Administrator or Executive Director and routed to the Financial Coordinator who will recheck calculations and prepare direct deposit transmit file.
4. The direct deposit transmit file is reviewed for accuracy and final approval by the Executive Director before dispatch to electronic payroll service (presently QuickBooks).
5. The Financial Coordinator maintains a payroll control sheet for each payroll with copies of the check stubs attached.