Payroll Procedures

Pay Period/Pay Dates

Each [insert company name]'s pay period begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday.

Employees are paid each Tuesday for hours worked during the previous week. Payment is made by automatic direct deposit or pay card. Pay stubs are provided through the Company's human resources information system (HRIS) portal.

Time Reporting

You are responsible for recording your time fully and accurately for all hours worked via the company's electronic timekeeping system. You must include all hours worked, rounding to the nearest quarter-hour (.25). You may not work unrecorded, unreported or "off-the-clock time" under any circumstances. No one is authorized to tell you otherwise.

In order to ensure that your paycheck is accurate, you must record your time completely and without errors. You must acknowledge the accuracy of your electronic timesheet before submitting it to your supervisor for approval.

If corrections or modifications are made to your timesheet, you and your supervisor must acknowledge the change in writing.

It is not acceptable to improperly alter, falsify, or tamper with time records or to record time on another employee's timesheet. Doing so may result in disciplinary action up to and including immediate termination.

Payroll Questions

Contact the human resources department if you have any questions about how to report your time or other payroll-related issues.

Payroll Taxes

The Company will deduct income taxes from your wages as required by law, including federal and state withholding taxes and FICA (Social Security and Medicare).

The Company will pay unemployment insurance and the employer's portion of FICA taxes as required by applicable law.

The Company will provide you with a W-2 Wage and Tax Statement by January 31 of the year following any calendar year in which you earned wages from the Company.

If you need to update your tax withholding status, update your records via the HRIS portal or contact the human resources department to obtain and submit the required forms.

Garnishments

The Company will comply with any garnishment order(s) issued against an employee's wages through proper judicial process, reducing the affected employee's wages in compliance with the order within limits set by state and federal laws. A processing fee may be assessed for administering wage garnishments.

Address Change

If your address changes, promptly update your address through the HRIS portal or submit an address change form to the human resources department to ensure that your employee records are accurate.