

SUBJECT: PAYROLL PROCESSING PROCEDURES		
Reviewed by: Finance Subcommittee Revised by:	Effective: 3/19/12	
	Reviewed: 03/05/12	Revised: 3/13/12
Approved by: HITE-CT Board of Directors	Page 1 of 3	
	Related to Core Policy:	

I. OVERVIEW

The following guidelines are established for the processing of payroll.

II. PROCEDURE

1. Payroll will follow a bi-weekly pay period schedule.
2. Each employee will turn in their expense submissions to the accounting personnel no less than 4 days prior to the pay date. All expense submissions must have employee's signature.
3. Each employee will be offered a stipend for cell phone usage.
4. Deductions from an employee's pay may include payroll taxes and health insurance premiums.
5. Accounting personnel will process payroll and send payroll information to an approved payroll service for processing as after being signed off on by the CEO. All employees will be paid via direct deposit into a checking or savings account of their choice.
6. Employees will be provided with a pay stub following the bi-weekly pay period schedule.
7. Changes to Employee withholding amounts and direct deposit accounts must be presented to the appropriate accounting personnel no later than 7 days prior to the next payroll disbursement date. Employees must fill out a new W-4 to change withholding amounts. Employees must fill out a new Payroll Direct Deposit Enrollment Form to change deposit account information.