Payroll Policy

POLICY: Payroll			
POLICY NUMBER:	500.10.01	**CUSTODIAN:**	Director of Finance
APV'D DATE:	2-11-20		
EFFECTIVE DATE:	2-11-20	**REVIEW DATE:**	Feb 2020
REFERENCES: Human Resources			

Part 1. Policy Background and Purpose.
WETCC has a two week pay period starting on a Saturday and ending on a Friday. WETCC will pay employees on the Thursday following the pay period ending date.

Part 2. Definitions.
Wage is compensation/payment usually of money for labor or services usually according to contract or job description on an hourly, daily, or annual basis

Personal Action Form (PAF) is a form used to change employee status, wage, or funding code for WETCC.

Vacation is paid time off synonymous with annual leave.

Business office is any staff of the following: Bookstore Clerk, Finance Assistant, Finance Supervisor, and Director of Finance. The Finance Supervisor processes payroll.

Special deduction is a deduction from employee's paycheck for example: child support, a White Earth entity, or bank related deduction, etc.

Part 3. Responsibility.
Employee

Timecards are to be submitted no later than 10am the Monday following the ending pay period. If a holiday falls on a Monday, the Business Office will request timecards to be submitted on the final Friday of the pay period.

Fill hours in per day in allotted time slots.

Notify Business Office of new bank account when acquired.

Notify Business Office when special deduction or arrangement shall be changed.

Business Office

Send out new timecards Thursday with payroll stubs for prior period.

When receiving timecards to process, check for appropriate signatures. Add timecard to assure accuracy in calculated time worked.

Human Resources

Shall ensure the PAF is complete and turned in to payroll they will submit to payroll when new employee has been established.

Shall notify payroll when employment has changed or is terminated.

Part 4. Policy

Subpart A.

Payroll payments will be processed by noon on the Tuesday following the end of the Pay Period. Direct Deposit information shall be submitted to the bank by noon in order to allow time for the bank to process. Approval of authorized check signers are to sign off on Direct Deposit listing.

Part 5. Policy

Business Office will allocate payroll costs in accordance with PAF's in employee file and processed by the Human Resource office. Business Office will process the appropriate benefits processed by the Human Resource office along with special deduction or arrangements

Direct Deposit will be the only form of distribution of wages. Employees who do not have a bank account will have the option of a pay card through the White Earth Federal Credit Union.

Payroll Advances are allowed, per policy. Interested employees should contact the Business Office to request the form required. No more than two advances may be made in a calendar year. Employees will not be advanced any more than 50% of Net Wages during the current pay period. Repayment of the payroll advance will be deducted in from the next two scheduled paychecks.