

Payroll Processing Policy

WIA's payroll process shall ensure:

1. All full and part-time salaries are approved by the Executive Director or Designee (CFO)
2. Payroll is accurate. All full-time and part-time staff members shall be paid their agreed-upon salaries or hourly rates. There will be no pay advances.
3. Payroll (Preview and Post Reports) are reviewed by at least two different Administrators.
4. Payroll payments are issued to each employee twice a month on the 1st and 15th business day of the month.

Administering Procedure:

Purpose:

1. To provide detailed steps for Processing Payroll (semi-monthly)

Responsible Parties:

1. HR Manager (HR)
2. Business Manager (BM)
3. Executive Director (ED)
4. Chief Financial Officer (CFO)

Systems/Forms Used:

1. ADP Payroll HRIS web based platform
2. Employee Timesheets (if applicable)
3. Salary Adjustment Authorization Form (wet signature) – Stipends, etc
4. Active Employee Roster (most current)
5. Preview – ADP Payroll Data Batch Pay Data Report
6. Preview – ADP Employee Payroll Change Report
7. Preview – ADP Employee Summary Report
8. Preview – ADP Payroll Register – Company Total
9. Preview – ADP Payroll Register – Detailed
10. Preview – ADP Statistical Summary Report

Step	Responsible	Procedure
1	HR Manager	<ul style="list-style-type: none">• Provides Business Manager with all relevant documents associated with New, Amended or Terminated Staff Contracts, FMLA situation and STD status.• Provides Business Manager with the latest approved "Active Employee Roster Report".• Confirms and approves all PT and OT timesheets.

1	Business Manager	<p>Typical Payroll Processing</p> <ul style="list-style-type: none"> • Collects and reviews Semi-Weekly Timesheets for hourly employees. • Collects and reviews time sheets from Special Programs such as Title 1, Tutoring, Morning Monitors, Grant Tracking, etc. • Collects and reviews approved Salary Adjustment Authorization Forms (if applicable) • Verifies approved “Active Employee Roster Report” from HR Manager. • Verifies approved New, Amended or Terminated staff contracts from HR Manager. • Verifies all staff FMLA and STD statuses per HR Manager. <p><i>Please note the Business Manager will not process payroll without verifying the “Active Employee Report” with the HR Manager.</i></p>
3	Executive Director/Business Manager	<p>The Executive Director Reviews at least <u>6</u> (listed above) Preview ADP Payroll Reports with the Business Manager for accuracy. This is often a Q&A session if payroll includes stipend payments. Once the Payroll Preview Reports are approved by the Executive Director, the Business Manager will process the payroll through ADP. Payroll cannot be processed without Executive Director (or Designee) approval.</p>
4	Chief Financial Officer/Business Manager	<p>It may take up to 48 hours for payroll to process. Once payroll has processed, the Business Manager provides the “Post Payroll Register” to the CFO for reconciliation. The report is reviewed and compared to the “Preview Payroll Register – Company Total”. If there are no variances, the Post Payroll Report is approved. If there are discrepancies between the two reports, the Business Manager MUST provide adequate source documentation for the variance and all information must be documented for audit purposes. Once follow-up and documentation are completed, the Post Payroll Report will be approved by the CFO.</p>