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## PAYROLL POLICY & PROCEDURE

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### PURPOSE

The purpose of this policy is to ensure that there is an efficient and effective operation of the Coalitions payroll policy and procedure.

### PROCEDURE

This procedure is for submission of Personal Activity Reports (PAR's) and PDO – leave forms.

The pay periods are Saturday through Friday for a one-week period. All employees hired on/after 11/20/08 are required to utilize Direct Deposit for their payroll checks.

All time, worked or PDO time, must be entered bi-weekly on the PAR forms by each staff member. All PAR forms must be approved and signed off by your immediate Manager. If your Manger is not available your completed PAR must be approved and signed off by the Executive Director. PAR forms must be submitted no later then 8:00 a.m. every other Monday morning to your manager. After the manager approves and signs the PAR it will then be forwarded to the Office Manager for processing. The signed forms must be turned in no later than 8:30 a.m. every other Monday to the Office Manager. This will ensure enough time for processing.

### POLICY SECTIONS

Payroll will be done bi-weekly on Wednesday. Direct Deposit is available and is the preferred method of payment. Should a payday fall on a holiday, pay slips are issued the day before, when possible.

When using any PDO time, a Leave Form must be completed and submitted to your Manager along with your PAR form for approval and signature.

### ROLES AND RESPONSIBILITIES

The Office Manager has the primary responsibility to process the payroll bi-weekly. The Finance Director would be the “back-up person” if the Office Manager is not able to complete payroll for any reason.

Approved: 11/20/2008

Amended: 3/16/2011

Approved by Board of Directors: 5/26/2011