

## Section XIV

### **PAYROLL PROCEDURES**

#### **Overview**

This chapter establishes the policies and procedures regarding the administration of payroll for \_\_\_\_\_ . Each employee is affected by this chapter and, therefore, should give particular attention to its contents.

Various Federal and state laws are applicable to payroll and it is extremely important that all procedures in this chapter are adhered to. **Employees are asked to refer to this chapter prior to calling the Payroll Department for instructions.** Much time and care has been taken in the creation of this chapter to see that all questions are answered.

In order to successfully carry out the responsibilities of this chapter, **all** employees must know how to accomplish the following:

1. Complete a time card.
2. Submit a time card in accordance with a time card mailing schedule.

All employees with supervisory responsibility must know the following:

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All employees with supervisory responsibility **must** know the following:

1. Responsibility of approving a time card.
2. All requirements pertaining to hiring new employees.
3. The importance of not only performing employee evaluations but doing so on a timely basis.
4. All steps to be taken pertaining to voluntary and involuntary terminations; specifically, how to conduct the exit interview.
5. How to complete the various forms associated with the above actions.