

11.15 Payroll and Timekeeping

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain accurate payroll and timekeeping records.

Procedure:

Each employee is responsible for accurately reporting time worked. Falsification of timecards or other payroll records is not tolerated and will result in disciplinary action up to and including termination of employment. Managers/supervisors are responsible for signing each employee's time record, indicating review and approval of hours worked. Area managers and retail coordinators should review their payroll register after each pay period. Payroll will be processed under dual control each period; batching/processing and data entry shall be performed by different employees. Changes that impact payroll will be in writing and appropriately approved.

New Hires

The following new hire documentation must be completed prior to receiving pay:

1. Application
2. Status Routing Slip
3. Tax forms
4. I9 Form
5. EEO1 and veteran form (voluntary)
6. Voluntary payroll deduction form
7. Copy of Social Security card and one other form of ID
8. Electronic Funds Transfer Enrollment Authorization (EFT)

The EEO1/Veteran form, Payroll Deduction form, copy of social security card, copy of other form of identity, and EFT form will be attached to the Status Routing Slip and submitted to the Human Resource department no later than the employee's first day of work. A new employee may not start work until the above documentation is received by the Human Resource department. It is imperative that the Status Routing Slip is carefully and thoroughly completed.

Pay Date Procedures

1. All employees are required to clock/sign in for each day worked. Employees who fail to register their time may not receive pay for that day. Each employee must clock/sign in and out for lunch periods, whether on or off the premises. Failure to do so may result in disciplinary action. It is the sole responsibility of each employee to properly record his/her time worked. No one is permitted to clock/sign in for another employee. Violations will result in disciplinary action up to and including termination of employment.

2. Each manager/supervisor is responsible for recording employee time worked, overtime, vacation time, sick leave, and holiday pay. Leave without pay or unexcused time must also be recorded. Wherever time cards are used, they shall include the employee's name, period-ending date, site, and employee number (when assigned). The Office Manager is responsible for contacting the manager/supervisor for any missing information.
3. Each manager/supervisor is responsible for submitting appropriate payroll documentation, including time cards, time sheets, and sign-in sheets by 10:00 a.m. on the next business day following the payroll period end date. All payroll information is directed to the Administrative Office at 65 S. Fifth Street, Newark, Ohio to the Office Manager's attention. If the payroll submission date falls on a holiday, the Office Manager may request early submission.
4. Payroll reports shall be reviewed and signed by a designated employee not responsible for submitting the final payroll. All discrepancies must be resolved before submission of the final payroll.
5. Compensation is paid through electronic funds transfer, either by deposit to a savings/checking account or via a payroll debit card.
6. Monthly, the payroll system shall be audited by a designated employee and any findings reported immediately to the CEO/President. The cumulative payroll will be reconciled quarterly to the general ledger.
7. Finalized payroll reports and payroll edit reports will be transmitted electronically to the Director of Finance and the Director of Human Resources for verification of all payroll information. This process will be documented.
8. The Director of Finance will review all supporting spreadsheets and related general ledger entries and compare control totals to the payroll reports provided by the payroll vendor. This process will be documented.