

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
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- I. Purpose: Processing of payroll and payroll related reporting for all employees and organization.
- II. Objective: Provide for the accurate processing of payroll and timely payment and filing of all related taxes and reporting requirements.
- III. Procedures
 - A. Staff positions authorized for payroll processing are:
 - 1. Director of Human Resources
 - 2. Director of Finance
 - 3. Accounting Associate(s)
 - B. Payroll is processed bi-weekly.
 - C. Time System – Employees are issued a unique login ID to log into the Internet based system maintained through the payroll software vendor. Backup system is manual timekeeping using forms.
 - D. Verification of hours worked – The department manager(s) verify and approve the employee’s timesheets on a bi-weekly basis and are responsible for verification, approval and changes.
 - E. Processing – Employee hours are approved by the department manager in the online system.
 - 1. Payroll is reviewed and approved by the Director of Finance and Director of Human Resources prior to transmission.
 - 2. Payroll vendor processes and prints checks and direct deposit advices.
 - 3. Checks are signed using an electronic signature.
 - 4. Checks and direct deposit advices are received and distributed on the pay date of each payroll week.
 - F. Payroll Tax Deposits and Reports
 - 1. Payroll vendor is responsible for the filing of all federal and state payroll tax deposits, forms and returns.
 - 2. Funds are automatically withdrawn from organization checking account by payroll vendor per agreement.

Approved by: Taber Jones
Chief Executive Officer

Date: 1/8/21