

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
Number:	200.2.1
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I. Purpose

Entering of payroll time and approval by managers.

II. Objective

Provide for the accurate entry of time and approval of time cards

III. Procedures

- A. Time System – Employees are issued a unique login ID and password to log into the Internet based system maintained through the payroll software vendor. Backup system is manual timekeeping using forms.
- B. Employees are required to punch in and out for the start and the end of their day and assigned lunch breaks using the Internet based system.
- C. Staff positions authorized for correction of payroll time entry are:
 - 1. Employees Department Manager
 - 2. Director of Human Resources
 - 3. Director of Finance
- 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.

Approved by: Tabat Jones
President/CEO

Date: 3/28/2022