Payroll

<https://www.patriotsoftware.com/blog/payroll/pay-stub-requirements-by-state/>

[https://www.patriotsoftware.com/blog/payroll/overtime-laws-by-state/#](https://www.patriotsoftware.com/blog/payroll/overtime-laws-by-state/)

Payroll processes more than just a paycheck. The different payments processed by payroll include:

* Involuntary deductions
* Voluntary deductions
* Payroll information

Involuntary Deductions

These are deductions that are required by law:

* Pretax Deductions (i.e . Flexible Spending Accounts, Health Savings Accounts)
* FICA – Medicare, Social Security
* State and Local Taxes
* Federal Taxes (IRS)
* Garnishments (i.e. court ordered child support, IRS levy, debt collector)

Voluntary Deductions

These are deductions that are either chosen by the employee, such as benefits, or required as a result of accepting certain positions, such as union dues or expense accounts.

* Benefit premiums
* Retirement Plan contribution (i.e. 401K)
* Life Insurance
* Union Dues
* Disability Insurance Premiums
* Job expense account repayments

Payroll Information

Payroll provides information on each pay stub to allow for a financial record of your income for yourself and your tax filing. Some or all of the following may be provided on your pay stub:

* PTO accruals
* Wages to date
* Gross wages
* Net Pay
* Itemized deductions
* Tax deductions
* Pay rate
* Total hours worked for that pay period

Pay Frequency

Depending on the state wage laws, your position, and the pay arrangement made in your employment contract, you will be paid at certain intervals.

If you are an hourly employee, you will be paid based on the number of hours worked. This is tallied through information input into the time clock.

If you are a salaried employee, each paycheck will be a fixed amount that reflex the amount agreed to in your contract.

Pay frequency at this company is biweekly with a payment made by [*paper check direct deposit*] on [*Fridays*].

If there is a holiday on payday, then payroll with be dispersed on the previous working day.

Time Clock

If you are an hourly employee, your manager or payroll services will provide you with the necessary information to register yourself in the time clock. Then your manager or a payroll representative will assist you in inputting that information into the time clock to verify the registration and allow you to login.

Once you are registered into the time clock, you will be responsible for clicking in and out of your shift and your breaks.

Adjustments

If you have to make an adjustment to your hours (i.e. you forgot to clock in), you must inform your manager, and he/she will make the adjustment or inform payroll who will then make the adjustment.

Time Of Requests

If you are making a time off request, you need to inform your manager within [*30*] days of the date(s) you are requesting off.

If there are multiple requests or recurrent requests, it is recommended to work with your manager to set a fixed schedule that will accommodate your needs.

Overtime

As required by law, all staff working more than 40 hours per week are compensated at 1.5x their hourly rate.

Salaried employees do not qualify for overtime pay.

The overtime compensation is paid out on the following payroll disbursement.

Scheduling

Your schedule may be fixed or varied depending on your position.

Schedules are made out [*30*] days in advance.

Scheduling requests must be made [*45*] days in advance to allow the scheduler to ensure there is sufficient coverage before approving the request.

Direct Deposit

Option 1

The company does not provide direct deposit at this time

Option 2

Staff are encouraged to enroll in direct deposit. Your manager or the payroll office can provide the form. You will need a voided check or a bank account direct deposit form from your bank.

Option 3

All employees are required to enroll in direct deposit.

The form for direct deposit can be found in your new hire packet.

You will need a voided check or a bank account direct deposit form from your bank.

Tax Forms

Depending on your position you will need to fill out one of 2 forms:

* I-9 – verifiability to work in the U.S.
* W-4 – Taxed employee

or

* W-9 – Independent contractor

As required by law, by January 30th of the new year, the employer is required to issue through a secured online platform or mailed to address in the employees file a summary form of earnings from the previous year for tax filing.

* W-2 – Taxed employees

or

* 1099 – independent contractors

Contacts

Any questions about your schedule should be brought to the attention of your manager.

Any questions regarding your paycheck should be brought to the attention of payroll.

Payroll office information:

Email:

Phone:

Office Location: