

Effective Date: 1/11/2017; 11/19/1998, Motion #98-072  
Revised Date: 6/19/2018  
Review Date: 6/19/2018

**North Sound Behavioral Health Organization**  
Section 3000 – Fiscal: Payroll

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director's Signature:

Approved by: Board of Directors  
Motion #: 98-072

Date: 11/19/1998

Date: 6/21/2018

**POLICY #3026.00**

**SUBJECT: PAYROLL**

**POLICY**

A payroll system will be established to ensure accurate labor cost distribution.

**PROCEDURE**

The agency will utilize the Skagit County payroll system and time lines.

Timesheets will be completed by each employee. These will be reviewed and signed by the Department Supervisor where applicable and the Executive Director or by his/her designee. The Executive Director's timesheets will be reviewed and signed by a member of the County Authorities Executive Committee. Completed timesheets will be reviewed and signed by a member of the County Authorities Executive Committee. Completed timesheets will be submitted to the Fiscal Department. The information will be completed by the Fiscal Department and the hours of work will be transferred to the Payroll Summary and Authorization form.

The completed form will then be reviewed by the Financial Officer or his/her designee and submitted to the Executive Director or his/her designee for review and signature.

The approved forms will be returned to the Fiscal Department. The payroll forms will be submitted to the Skagit County Payroll Office for processing.

Written authorization from the employee is required to have paychecks mailed to homes or have picked up by another party.

**ATTACHMENTS**

None