

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Payroll

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

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

Date: 11/19/98

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. The Payroll Summary and Authorization form will be completed for both the Draw payroll and the month-end payroll.

Timesheets will be completed by each employee. These will be reviewed and signed by the Executive Director or the Officer Manager in the absence of the Executive Director. The Executive Director's timesheets will be reviewed and signed by a member of the Board. Completed timesheets will be submitted to the Staff Accountant. The accrual information will be completed by the Staff Accountant and the hours of work, compensatory time and leave will be transferred to the Payroll Summary and Authorization form.

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

The approved forms will be returned to the Staff Accountant for processing. The original payroll forms will be submitted to the Skagit County Payroll Office. Payroll warrants will be picked up by a courier. The payroll will be audited by staff whose duties do not include payroll preparation. Warrants will be distributed to the individual employees after the payroll audit has been completed.

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

A Draw payroll check may be issued based on 30% of the employee's gross monthly salary. No taxes or other deductions will be taken from the draw paycheck. The draw amount will be reflected as a deduction from gross pay at month end. The Payroll Summary and Authorization form will be completed as prescribed for the month end payroll.

ATTACHMENTS

None