

PAYROLL

1. Payroll is issued on a biweekly basis with pay periods ending every other Friday. Checks and deposit records are distributed in accordance with the Payment of Salary and Wages policy (EP-C.01).
2. Time records are to be kept in accordance with the Time Records policy (EP-C.03).
3. Time sheets are to be stamped “entered” and initialed by the payroll manager. The payroll information will be transferred to the payroll worksheet and the IAAA payroll breakdown workbook.
4. Deposits of withheld payroll taxes must be made on a timely basis in accordance with federal/state/local regulations. The payroll provider handles this function.

The payroll provider is ADP.