

CAROLINA FAMILY HEALTH CENTERS, INC. POLICY

TITLE: FIN-107 Payroll

EFFECTIVE DATE: December 2003

SECTION: Finance

REFERENCE PROCEDURE: FIN-107.01 Payroll

RESPONSIBLE CHIEF OF STAFF: Chief Financial Officer

RESPONSIBLE COMMITTEE: Finance CIT

REVIEWED: 12/09, 05/12, 10/13, 01/16, 07/16, 03/17, 04/18, 09/13/2021, 11/26/2024

I. PURPOSE

The purpose of this policy is to establish guidelines for the payroll disbursed at Carolina Family Health Centers, Inc. (CFHC, Inc.).

II. POLICY

CFHC, Inc. payroll disbursements are made from appropriate documentation of employee time. It is the policy that:

1. The Payroll disbursements are based on time cards maintained for each employee in the designated electronic timekeeping system. The Finance department may make adjustments to the time cards based on timekeeping or benefit policies. Refer to *HR-601 Attendance*, *HR-703 Employee Time Keeping*, *HR-500 Paid Time Off*, *HR-603 Overtime*, and *HR-604 Compensatory/Flexible Time*.
2. Timecards are to be approved by the employee's supervisor no later than 10 am on payroll Monday unless otherwise informed due to a holiday or unforeseen circumstances.
3. Time and effort reporting is required for all positions.
4. An administration fee is charged for each garnishment.
5. Payroll advances are allowed under certain circumstances - Refer to *HR-704 Payroll Advance*.
6. Employees are required to be paid by EFT (Electronic Funds Transfer).
7. Mileage reimbursement is a function of payroll. Refer to *HR-703 Employee Timekeeping*.
8. Vacation payout is processed on the last paycheck of the employee. Refer to *HR-500 Paid Time Off*.
9. Contract (1099) employees are not paid through payroll.
10. Payroll deductions include State Taxes, Federal Taxes, 401(k), and other benefits selected

by employees. Other deductions include purchasing of company apparel, purchasing of items sold by CFHC, Inc., 401(k) loan, payroll advances, garnishment fees, and child support.

11. Payroll discrepancies must be addressed prior to the following payroll by employees except for discrepancies mandated by law.