



BULLHOOK

Community Health Center

521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY

PAYROLL

4015

1. Every employee must track their time on a daily basis using a time card that must be signed and approved by their supervisor at the end of each pay period. Managers forward timecard to CEO for review and signature. Any vacation and or sick leave must include a copy of absence request form. Attachment A.
 2. The Accounting Associate verifies the accuracy of the time sheets, adds applicable holiday or personal time hours. The Accounting Associate prepares the payroll checks based on the employee's hourly wage. The accounting associate records the payroll deductions through the general ledger (FICA, federal tax, state tax, etc.)
 3. The deduction amounts are then paid to the appropriate agencies when due.
 4. CFO reviews all payroll reports before distribution to assure accuracy.
- A. Issuance and Distribution of Paychecks:
1. Pay day occurs at least once a month.
- B. Over/Under Payment:
1. In the event the employee has been overpaid, he/she will be required to reimburse BCHC for the amount of the overpayment (s). The amount of the overpayment will be deducted from the following paycheck. It is always the employee's responsibility to report suspected errors in a paycheck to the designated employee.
 2. Underpayment will normally be rectified as soon as possible. If there is a question about the way working hours or wages have been calculated, these questions should be discussed with the designated employee. Every effort is made to ensure accurate and timely paychecks.
 3. If an error in wages has been made by BCHC, a correction either will be made immediately or on the next paycheck, with the employee's permission. If the error is due to an oversight on the part of the employee, (such as failure to properly report vacation, etc.), the correction will be made on the next paycheck.
- C. Omitted Payable Time
- Payroll is processed at least once a month. Payroll computation is based upon the information indicated on the time sheet.

On occasion, an employee may accidentally omit payable time from the time sheet. In those cases, following proper notification to the designated employee, and appropriate supervisor, the approved omitted time will be computed into and included in the next regular payroll and paycheck.

D. Advance Pay

Under normal circumstances, advances on wages will not be permitted. Requests for advance pay will be evaluated and approved only for dire emergency situations, as the Federal Government has regulations which govern the advancement of wages. All requests for advance pay must be approved by both the Executive Director and the designated employee prior to it being submitted.



 CHIEF EXECUTIVE OFFICER

Date 2-16-17



 CHAIR, BOARD OF DIRECTORS

Date 2-13-17

Date first adopted	12/19/2012
Date Revised/QI Board approval	12/05/2012, 01/25/2017
New date adopted/Board of Directors approval	12/19/2012, 02/13/2017