

A WATCHFUL EYE HOMECARE AGENCY, LLC

PAYROLL POLICY

Every employee and contractor should review the following payroll policy guidelines to ensure effective and timely processing of their payment.

Payroll Processing:

- In order to process payroll information in a timely and accurate manner all employee time sheets are due for submission before the end of the business on Monday following each workweek.
- Employees must submit accurate daily clock ins and outs via the LTSS system within a work week to be accurately paid. Missing clock in and out information will result in delay of pay.
- A pay period consists of one or two workweeks. Workweek begins on Thursday and ends on Wednesday.
- Payment is made every 1 or 2 weeks from the end of the workweek. A paycheck will cover work completed for period that falls within the pay the period (request a copy of the payroll schedule).

Time Sheet Information:

- Time sheets are used by the agency to record time worked. They are *due for submission by end of business on the Monday following each workweek.*
- Late time sheets will be processed by the next following pay cycle.
- All Independent Contractors must complete a time sheet to record time worked. If a time sheet is used, please fill in your complete name, the date of service and the hours worked in the appropriate column on the time sheet.
- All time sheets must contain the contractor's signature and the original signature of the Client or approver of the time sheet. Unsigned time sheets will not be accepted or processed for payment. It will be returned to the contractor. Signature stamps are never to be used to approve time sheets.
- Any alteration to time originally recorded on a time sheet (scratch outs and white outs), must be initialed and dated by the approver of the time sheet.
- Timesheets must be submitted to the office during working hours.
- All paid time sheet shall be kept in the office.

Please contact the Accounts department for further information on the payroll policies.

Pay Check Distribution Policy:

The office makes use of a payroll company, and paychecks are processed and directly deposited into the bank account information given by the employee. It is the responsibility of the employee to provide accurate bank information to ensure direct deposit. Paystubs may be obtained online from the payroll company via a payroll app. If the employee is unable to obtain their paystub online via the app it is the responsibility of the employee to obtain a copy from the office. No pay stub information will be forwarded via email or fax.

Lost Pay Check Policy:

If your check is lost (by you or lost in the mail), please contact payroll immediately.

- Pay checks that were distributed to you but were later lost will be stopped immediately by the Accounts Department. A Stop Payment Request is then issued to the bank on the lost check. After the Accounts Department receives the official Stop Payment Notice from our bank, your check will be re-issued to you in the form of an Accounts Payable check. You will then be notified by the Payroll Department either by e-mail or phone that your replacement check is ready for pick-up. This process will take 5 working days to complete.
- If you change your bank account information or address and do not notify the office on time, you will be responsible for the check going into the wrong account or person.

