



WEST ASCENSION PARISH HOSPITAL		
Policy Name: PAYROLL POLICY		Policy Number: 6021-HR
Department: HUMAN RESOURCES	Effective Date: 1/1/2025	Page: Page 1 of 3

PAYROLL POLICY

1. Purpose

The purpose of this policy is to establish clear guidelines for payroll processing at **West Ascension Parish Hospital**. This policy ensures accurate, timely, and compliant payroll administration, aligning with federal and state labor laws and internal financial controls.

2. Scope

This policy applies to all hospital employees and department supervisors involved in payroll-related activities. The HR/Payroll Department is responsible for processing payroll using ADP, ensuring employees are paid correctly and on time.

3. Payroll Responsibilities

3.1 Department Managers & Supervisors

- Ensure all employees' timecards are completed, accurate, and submitted by the payroll deadline.
- Monitor timesheet exceptions (missed punches, overtime, PTO usage) daily and correct them promptly.
- Approve time sheets before submission to the Payroll Department.

3.2 HR/Payroll Department

- Review, process, and submit payroll using ADP.
- Verify accuracy of submitted timesheets and address discrepancies.
- Ensure compliance with wage and hour laws, tax regulations, and company policies.
- Maintain payroll records and issue pay statements.

3.3 CEO/Hospital Administrator

- Provide final approval for payroll before submission.

4. Payroll Processing Procedure

4.1 Payroll Schedule

- Payroll is processed on a bi-weekly basis.
- Employees must submit their timecards by Monday at 9:30 AM following the end of the payroll period.
- Payroll is finalized and submitted to ADP by **Monday at 4:00 PM**.

4.2 Timesheet Submission & Approval

1. **Monday 7:00 AM - 9:30 AM:**
 - Department managers review, correct, and approve employee timesheets.
 - Verify hours worked, overtime, and PTO usage.
 - Resolve any employee discrepancies before submission.

2. Monday 9:30 AM Deadline:

- Department managers submit all approved timesheets to HR/Payroll.

3. Monday 10:00 AM - 12:00 PM:

- HR/Payroll imports approved time sheets into ADP and checks for discrepancies.

4. Monday 12:00 PM - 1:00 PM:

- Preliminary payroll reports are generated and reviewed for accuracy.
- Any errors are corrected before final payroll approval.

5. Monday 2:00 PM - 4:00 PM:

- The final payroll review is conducted by the HR/Payroll Department.
- Payroll is submitted for final approval by the CEO/Hospital Administrator.

6. Monday 4:00 PM:

- Payroll is submitted to ADP for processing.
- Payroll confirmations are reviewed to ensure successful submission.

4.3 Payroll Review & Adjustments

- After payroll submission, HR/Payroll reviews confirmation reports from ADP.
- Any post-processing adjustments (e.g., corrections, manual checks) are handled promptly.
- Employee payroll inquiries are addressed within 48 hours of receipt.

5. Payroll Compliance

5.1 Payroll Deductions & Taxes

- The hospital complies with federal and state laws regarding payroll taxes, deductions, and reporting.
- Statutory deductions include federal/state taxes, Social Security, and Medicare.
- Voluntary deductions (e.g., retirement contributions, health insurance) require employee authorization.

5.2 Overtime & Wage Compliance

- Non-exempt employees are eligible for overtime pay (1.5x regular rate) for hours worked over 40 per week.
- Employees classified as exempt are not eligible for overtime pay.

5.3 Payroll Records & Audits

- Payroll records are retained for at least 7 years in compliance with IRS and labor law requirements.
- Payroll audits are conducted periodically to ensure compliance and accuracy.

6. Payroll Disbursement

- Employees are paid via direct deposit or paper check as per their election.
- Pay stubs are made available through ADP's self-service portal.
- In case of a payroll error, corrections will be made in the next payroll cycle or via an off cycle check if necessary.

7. Payroll Disputes & Corrections

- Employees must report payroll discrepancies within 5 business days of receiving their paycheck.
- Corrections due to errors (e.g., missing hours, incorrect deductions) will be processed within the next payroll cycle.

8. Exceptions & Special Payroll Processing

- Any deviations from the standard payroll timeline require prior approval from HR/Payroll and may require expedited processing.
- Emergency payroll adjustments may be processed outside the standard cycle upon CEO approval.

9. Termination & Final Pay

- Employees who are terminated during a payroll period will receive their final paycheck on the next scheduled payday.
- All PTO balances will be paid out in the last payroll following the date of termination.

10. Policy Enforcement

- Failure to comply with payroll submission deadlines may result in payroll processing delays.
- Non-compliance with timekeeping procedures may result in disciplinary action.
- The HR/Payroll Department reserves the right to modify payroll procedures in response to regulatory changes or operational needs.

11. Policy Review & Amendments

This policy will be reviewed annually by HR and Finance leadership to ensure compliance with current laws and operational efficiency.