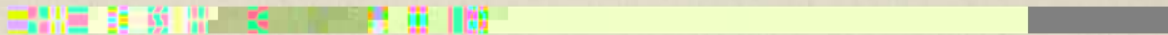PAYROLL

NEW: JOB TERMINATION PROCESS

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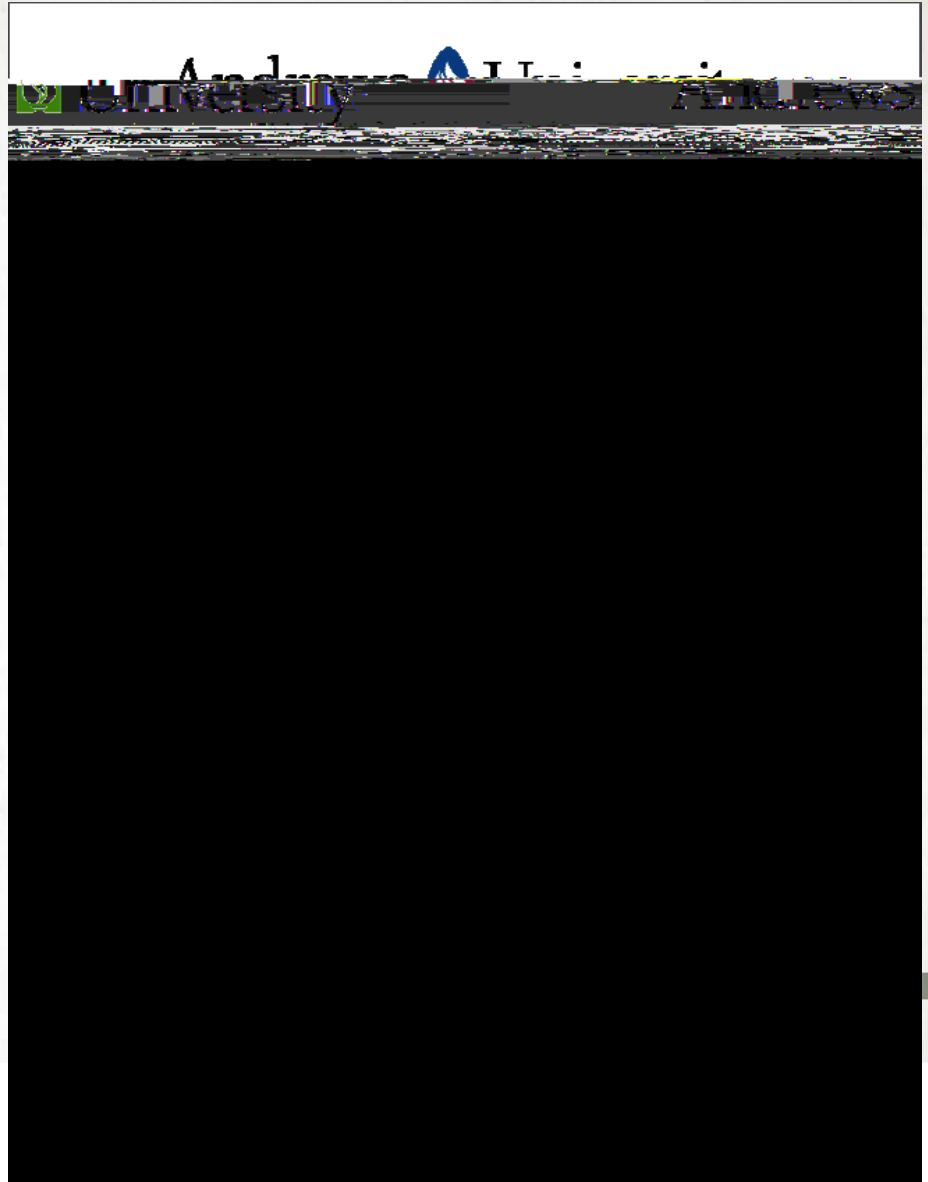   - If j ob h as been unp   ai dl ong er
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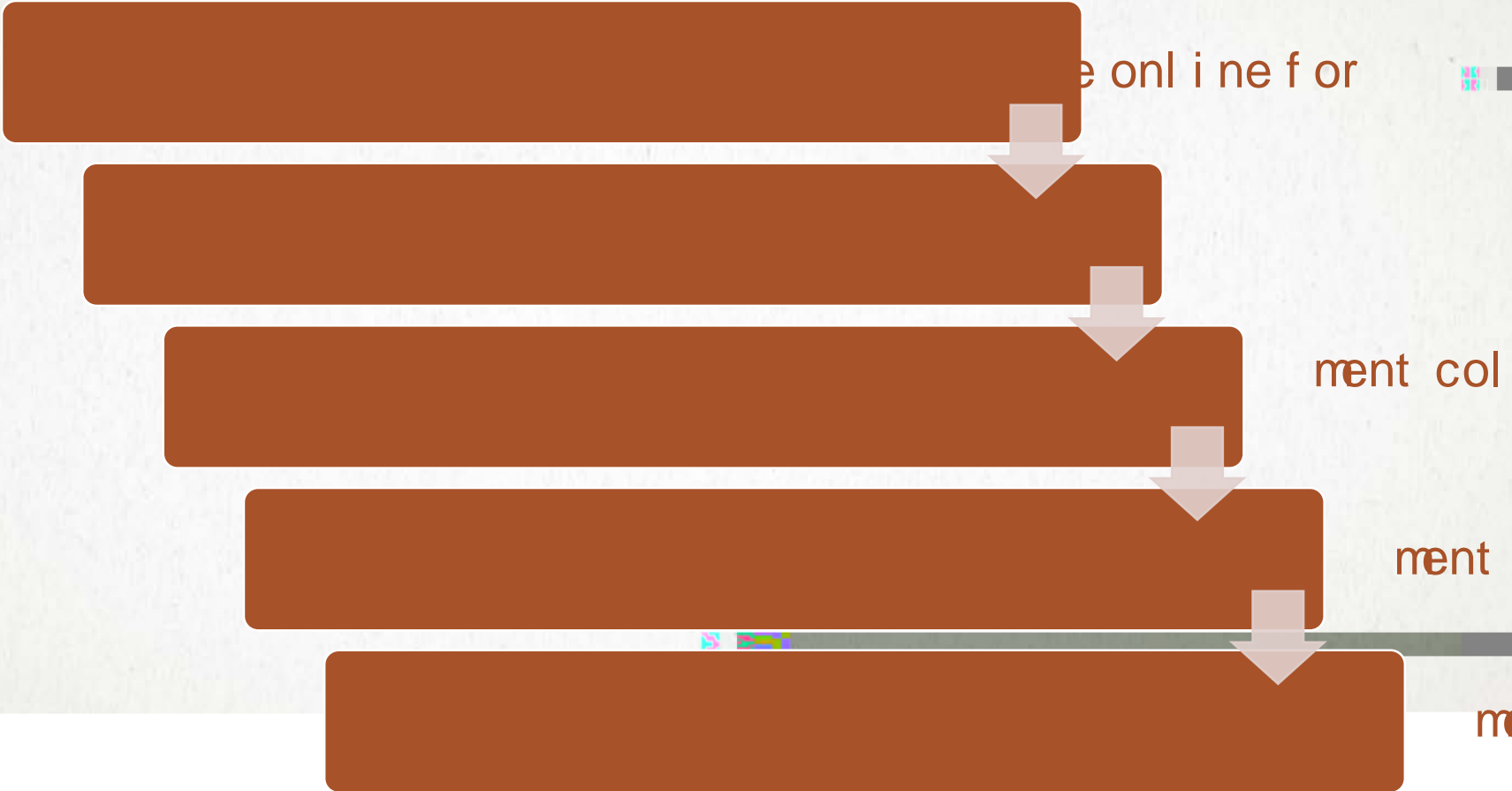   - Ch r   br
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!! NEW PAPERWORK !!

ONE-TIME PAY FORM

TIMELINE FOR PROCESSING PAPERWORK:
2-WEEK ALLOWANCE

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WORKED TIME

Current Time	Late Time
Cur The 2 w The time w p ay Please r p er Deadline for **Monday** at **1PM**	The p w r not submitted on the timesheet bookp Send an email to p_____ or ASP. Please include name, ID, and total hour Paid on the follow Deadline for - p ay w Please be sur minimum

TIME FRAUD (PER WAGE & HOUR LAW)

- **Unapproved/unreported Time**
  - W on time clock but not ap p or r p on p a **MUST BE** ap er p p ay ment.

- **Deleting Time**
  - If an emp **CANNOT** delete the time.

- **Moving Time**
  - Time must be r **DO NOT** move time to another avoi dover

LEAVE TIME – HOURLY EMPLOYEES

Paid Leave	Long-Term Sick Leave
Paid leave bank consists of: • Per • Sor -t er • acat i on • Hol i day s May onl y be us edw	

LEAVE TIME - SALARIED EMPLOYEES

- Sal ar
  w   as t aken.

PAYROLL EXPENSE REPORT: SAMPLE

EMPLOYEE DASHBOARD

Employee Dashboard