

NORTHCARE NETWORK

POLICY TITLE: Pay Periods	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 7/1/24	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 7/2/24 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network's pay periods are recorded in two-week periods of time, with the week starting on Sunday and ending the following Saturday.

PURPOSE

The purpose of this policy is to make clear when pay days occur and what pay periods are covered for employees.

DEFINITIONS

N/A

REFERENCES

Working Hours Policy

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 2/19/19, 7/10/23, 7/1/24

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/23/17, 4/20/18, 2/19/19, 11/24/19, 9/29/20, 7/27/21, 7/10/23, 7/1/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 7/11/23, 7/2/24

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

The pay period computation is done in two-week periods with 26 pay periods per year. The HR Specialist is required to publish pay periods, pay dates, and holiday schedule annually. Pay dates falling on a holiday will be moved to the prior business day.

Employees are required to approve their timesheet in Paylocity by 12:00 PM on the Monday after a pay period ends.

Supervisors will review timesheets for accuracy. If there are errors, the supervisor will request the employee correct the timesheet. Supervisors are required to approve all timesheets in Paylocity by 12:00 PM on Tuesday.

The HR Specialist will do a final review of all employee timesheets. If errors are found, the HR Specialist will email the employee and supervisor for immediate correction.

Paylocity System:

Actual hours worked are recorded via Time and Labor in Paylocity. NorthCare Network does not require an employee to punch in or out (i.e. timeclock). The Paylocity system defaults to a start time of 12:00 AM due to not using the timeclock/punch feature.