

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA056

NAME: WAGES AND SALARIES POLICY

INITIAL APPROVAL DATE:	03/29/1999	BY: Audit Committee
(LAST) REVISION DATE:	12/15/2022	BY: HR Manager
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

II. **APPLICATION**

Populations: **All**
Programs: **Direct - All**
Contracted - None

III. **POLICY**

Payment for wages and salaries will be made to Sanilac County Community Mental Health Authority employees only at authorized rates of pay.

IV. **DEFINITIONS**

V. **STANDARDS**

A. All changes to standing payroll data will be authorized by Human Resources in the HR/Payroll system including:

1. New hires
2. Terminations
3. Pay rate changes
4. Voluntary payroll deductions
5. Court-ordered payroll deductions
6. Position
7. Supervision

B. Authorization of Changes in Payroll Data

1. Only the CFO, CEO or Human Resources Manager will authorize changes to standing payroll data.
2. The CEO or Human Resources Manager will authorize any new hires/terminations within the HR/Payroll System.
3. Only the individual employee will authorize voluntary deductions, deductions may vary in order to reflect billing charges of authorized deductions.
4. Deductions may be made per employee obligation upon separation of employment. (BA162 Separation of Employment).

5. Only the CFO or CEO will authorize pay rate changes. Pay rate changes will follow policy and relevant Contracts.
6. A copy of all authorization forms for changes to standing payroll data will be retained in each employee's personnel file and the HR/Payroll system.

C. Pay Schedules

1. Salaries and wages will be paid in accordance to the approved salary schedules.
2. Approved overtime and on-call will be paid in accordance to the approved contract.

D. Paydays

1. Employees will be paid on the Thursday following the end of the payroll period. If the regular payday occurs on a holiday, employees will be paid on the last working day prior to that holiday.
2. On each payday there will be a statement available to each employee within the HR/Payroll System showing gross pay, deductions and net pay. Local, state, federal, and social security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing
3. All pay will be direct deposited into the employees account(s) or pay card as directed by the employee.

- E. An audit will be done periodically to compare payroll data to the personnel files to ensure that all changes have been made accurately and timely and that only authorized changes have been made.

VI. **ATTACHMENTS**

VII. **REFERENCES**

BA162 Separation of Employment