

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1050

NAME: PAYROLL PREPARATION

INITIAL APPROVAL DATE:	03/29/1999	APPROVED BY: Audit Committee
(LAST) REVISION DATE:	04/18/2024	APPROVED BY: CFO
(LAST) REVIEW DATE:	03/20/2025	REVIEWED BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

- I. **PURPOSE** The purpose of this procedure is to outline the payroll preparation process.
- II. **APPLICATION**
Populations: **NONE**
Programs: **Direct - NONE**
Contracted - NONE
- III. **PROCEDURE**
Sanilac County Community Mental Health Authority will gather, compute and prepare payroll for direct deposit on a biweekly basis.
- IV. **PAYROLL PREPARATION**
An employee of the Finance Department will:
- A. Review timesheets for approvals and change status to "Payroll" once Supervisor approval has been verified
 - B. Create an export file from UltiPro Time Management (UTM)
 - C. Import time file into payroll within the UltiPro Core system (Core)
 - D. Process Payroll
 - E. Prepare voucher to be given to CFO in order to transfer funds to the payroll bank account
 - F. Once approved by CFO "Finish Payroll" routine can be run in Core
 - G. All payroll and related reports will be available electronically through the HR/Payroll System
 - H. Sanilac County Community Mental Health Authority will maintain payroll files which will include the following:
 - 1. Time sheets reports
 - 2. Time off requests
 - 3. Monthly benefit hours reports
 - 4. Step increase notification
 - 5. W-2's for all employees
 - 6. Position changes
 - 7. Payroll deductions
 - I. The expectation is that all payroll information is held confidential and not shared with other staff or the public.