

Effective Date: 7/1/2019

Review Date: 9/4/2019

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 - Fiscal: Payroll

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

POLICY #3026.00

SUBJECT: PAYROLL

POLICY

A payroll system will be established to ensure accurate labor cost distribution.

PROCEDURE

The agency will utilize the Skagit County payroll system and timelines.

Timesheets will be completed by each employee. These will be reviewed and signed by the Department Supervisor where applicable and the Executive Director or by his/her designee. The Executive Director's timesheets will be reviewed and signed by a member of the Board of Directors (BOD). Completed timesheets will be reviewed and signed by a member of the BOD. Completed timesheets will be submitted to the Fiscal Department. The information will be completed by the Fiscal Department and the hours of work will be transferred to the Payroll Summary and Authorization form.

The completed form will then be reviewed by the Financial Officer or his/her designee and submitted to the Executive Director or his/her designee for review and signature.

The approved forms will be returned to the Fiscal Department. The payroll forms will be submitted to the Skagit County Payroll Office for processing.

Written authorization from the employee is required to have paychecks mailed to homes or have picked up by another party.

ATTACHMENTS

None