

Effective Date: 7/1/2019
Review Date: 10/18/2022
Revised Date: 10/6/2022

North Sound Behavioral Health Administrative Services Organization, LLC
Section 3000 - Fiscal: Payroll

Authorizing Source:

Approved by: Executive Director Date: 10/18/2022

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 Manager/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 submitted to the Fiscal Team. The payroll information will be entered in the Skagit County payroll system by the Fiscal Team. Payroll reports and an Authorization form will be printed.

The completed forms will then be reviewed by the Senior Accountant 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 Team. 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