

Policy

The Authority outsources its payroll responsibility to a payroll service provided that shall be responsible for timely and accurate payroll processing. The Accounting Team is the day-to-day liaison with the payroll service provider. Salary payment, including overtime if applicable, is made bi-weekly for salary earned up to close of the pay period. Paydays are normally scheduled every other Friday. If a pay date lands on a holiday, salary payments will be distributed on the closest business day before the holiday.

Time Reporting and Approval

All employees shall maintain and report accurate daily records of his or her hours worked. Reporting forms will be provided by the Authority. All absences from work schedules should be appropriately recorded. Exempt employees are responsible for keeping accurate time records if he or she intends to request compensation time or variations to regular workweeks. For non-exempt employees, overtime is defined as hours worked in excess of 40 hours in a workweek. The direct supervisor of an employee must approve overtime hours in advance.

Payroll Additions, Deletions and Changes

The CEO has overall authority to approve payroll changes for staff. If any payroll change will exceed the adopted budget, the CEO is required to receive approval from the Implementation Board. All payroll changes must be approved in writing and supported by appropriate documentation.

Payment Upon Termination

Final paychecks shall be paid by the Authority in accordance with the Washington state law: on the next scheduled payday, regardless of whether the employee quit or was terminated.

Quarterly and Annual Payroll Reports

The Authority shall outsource its payroll responsibility to a payroll service that shall be responsible for timely and accurate payroll tax reporting except for certain state payroll taxes. For these state payroll tax report that would not be processed by the payroll service, the Accounting Team is responsible for reporting these state payroll taxes.

Copies of all payroll journals, payroll tax reports, and individual payroll records must be maintained by the Accounting Team.