


Category:	Compensation and Benefits	INCA Community Services Policy 
Sub Category:	Payroll Information	
Effective Date:	9/2018	
Revised Date:		
Forms:	Direct Deposit Authorization Form	
Responsible: Hiring Staff, Senior Bookkeeper, Human Resource Director, Executive Director		
Payroll Policy		
Policy		
<p>INCA Community Services, Inc. has established this policy to ensure employees are paid on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations. INCA’s payroll periods are established in accordance with the Department of Labor. Employees must be paid semi-monthly according to the guidelines set forth by the state.</p> <p>INCA has established payroll periods ending on the 15th and the final day of the month. Pay is distributed through direct deposit only and will be available within the designated bank account of each employee within five (5) working days after the end of each pay period.</p>		
Procedures		
<ul style="list-style-type: none">• Each employee is required at the time of employment to complete a direct deposit authorization form. The form must be completed in its entirety and a voided check or other form of identification of account numbers must be attached to the form.• Hiring staff must send all payroll information to the Human Resource Department where the Human Resource Director will validate the information and send to the Bookkeeping Department.• The Senior Bookkeeper will ensure the information is entered into the payroll system accurately.• All overpayments of wages, salaries, or other benefits to an employee will be recouped as a just debt to Federal, State, City or other funding sources. Such action will be effected during the next regular pay period after the error has been identified. At the approval of the Executive Director, recoupment actions may be effected over more than one pay period.• Employees should immediately notify the Bookkeeping Department of any known pay errors.• All underpayments of wages, salaries, or other benefits to an employee will be paid during the next payroll cycle. If this causes a serious hardship on the employee the Executive Director may authorize the Bookkeeping Department to issue a paper check.• All personnel actions affecting wage and compensation changes will be approved by the Executive Director.		
Pay Periods		
<p>It is the policy of the agency to pay employees on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.</p> <ul style="list-style-type: none">• Payroll periods end on the 15th and the final day of the month.		

- Direct deposits will be issued up to five (5) working days after the end of each pay period.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.