



FROST STUDENT ASSOCIATION

Policy 19 Type: Payroll Name: Employee Payroll Procedure

Scope

The purpose of this procedure is to establish internal control for the recording of FSA Board of Directors and FSA/Auk's Lodge staff hours of work to prevent misrepresentation and safeguard against loss and theft.

Payroll Documents

Upon hire by the FSA/Auk's Lodge you will be provided with a payroll package that you **must** complete in order to receive your compensation. The areas applicable to you are highlighted in yellow. These documents must be completed and returned to the Office Manager within one (1) week of your start date.

****IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE THESE DOCUMENTS ARE COMPLETED CORRECTLY AND IN A TIMELY MANNER.****

Time Card

The Time Card is used to record the hours worked for all FSA/Auk's Directors, Staff and Auk's Lodge bar staff on a Bi-weekly basis.

In order to receive your compensation, you must record your hours worked by punching in at the beginning of your shift and out at the end of your shift. If you forget to do either you are responsible for making the correction(s) and either initialing to verify that it was you who made the correction(s) or having your manager sign off on it. If you do not make the correction(s) you will only be paid for the shift(s) indicated on your schedule. If you forget to punch in/out, you will not be paid for that shift. Any correction(s) will be made on the next pay period.

NOTE: **THE DEADLINE FOR PAYROLL IS 2:00 P.M. EVERY 2ND MONDAY. IT IS THE EMPLOYEES RESPONSIBILITY TO ENSURE THEIR TIME CARD IS CORRECT OR THEY FORFEIT THEIR PAY UNTIL THE NEXT PAY PERIOD.**

Appendices:

Employee Time Card

049

No. _____

Name _____

Period _____

Hours _____ Rate _____ Amount _____

IN	OUT	Daily		Total	
		RH	OT	RH	OT

) (2) (3)) (6) (7) (8)

Employee Signature _____

IN	OUT	Daily		Total	
		RH	OT	RH	OT

Employee Signature _____