

CLINTON REGIONAL HOSPITAL	POLICY AND PROCEDURE	
	MANUAL	
	Payroll policies and procedures	2026
	SUBJECT	
	Payroll policies and procedures	

PURPOSE: To be responsible for maintaining an accurate and confidential record of employee hours worked and benefit accruals. Ensures all payroll and financial reporting related to payroll is done in an accurate and timely manner.

PROCEDURE:

- Enter new employee information into the master database (Paycom). If a current employee changes jobs, works multiple jobs, has a change in rate of pay, or a change in departments, those changes will be entered into Paycom after receiving confirmation from the department manager.
- It is the responsibility of the employee and department managers to ensure employee punch times are correct. Any errors need to be corrected by the manager by noon on the Monday of the applicable payroll week. Any requested sick or PTO hours will also be entered by that time – these hours need to be approved by the manager. After all additions and corrections are made, the manager will sign off on the time and attendance to let the payroll administrator know they may proceed with the payroll process.
- The payroll system will determine staff shift differentials. It will also indicate weekends worked and those hours will be multiplied by the appropriate amounts for staff.
- Job and transaction codes will be noted to determine if hours listed are straight time, overtime, sick or PTO hours taken, call pay, call-backs, etc.
- Information will include hours worked and the appropriate transaction code, along with dollar amounts of pay earned for shift differentials, on call, or call backs.
- After all employee information is entered and verified, the payroll process will begin on Monday of the new pay period. The check register review will be downloaded and sent to CFO for review and approval. On Tuesday of the week of payroll processing, employees will receive a notice to approve their check. Once the CFO approves payroll on the Wednesday of the new pay period, payroll will be processed and

completed. A cash requirement statement will be sent to accounts payable and the CFO.

- All payroll is facilitated via direct deposit. Paystubs are available for employees on Paycom’s mobile application after the payroll process is completed.
- CRH pays bi-weekly, every other Friday. If payday falls on a holiday, it will be paid the day before.
- Employee deductions are automatically withheld during the payroll cycle. Deductions may include taxes, insurance premiums, garnishments, etc. These are then paid through accounts payable.
- Paycom Process taxes for the company. They offer a comprehensive payroll tax management service that includes calculation, submission, and payment of various payroll taxes. Paycom software automates the entire tax filling process, including debiting payroll taxes and filing them online.
- If an employee has questions concerning their paycheck, the payroll clerk will review it with them. If an error is made by payroll, the correction will be made at that time. If an error was due to the employee or manager not entering their correct hours in a timely manner, the error will be corrected in the following pay period.

The payroll department seeks information from a variety of sources including, but not limited to, state and federal agencies dealing with financial and payroll issues.

Approved Department Head	Approved By Committee	Approved by Clinton Hospital Authority
Signed	Signed	Signed
Date	Date	Date