

<b>Title:</b>	<b>Employee Payroll Processing</b>	<b>Effective Date:</b>	<b>04/07/2016</b>
<b>Author:</b>	<b>Shirley Greenlee</b>	<b>Last Review Date:</b>	<b>03/21/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>02/21/2019</b>
<b>Functional Area:</b>	<b>Accounting/Payroll</b>		

### POLICY

Liberty Healthcare Corporation is committed to the prompt and accurate processing of its employees pay. This policy ensures that timecards are balanced and processed promptly allowing payrolls to be deposited on time each pay period.

### PROCEDURE

#### 1. Collection of Hours

- There are three distinct pay groups within Liberty Healthcare Corporation: Bi-weekly corporate, bi-weekly current and bi-weekly delayed. Employees who are assigned to the corporate office belong to the bi-weekly corporate pay group. All other Liberty employees are assigned to a pay group based upon the Liberty program they represent. Each pay group has a different pay period and corresponding pay period end date. Payroll distributes a pay schedule document at the beginning of the calendar year with the pay periods and corresponding pay dates. Bi-weekly corporate and bi-weekly current pay groups timesheet approvers are required to have timesheets reviewed and approved no later than the Monday after the pay period ends. The delayed pay group timesheet approvers are required to have timesheets reviewed and approved no later than the Tuesday after the pay period ends.
- Timesheets are checked and verified in Liberty's electronic time and attendance system (i.e. Workforce Management system (WFM)). Employees are responsible for verifying that the hours on their timesheet agree with their assigned work schedule. Timesheet approvers are notified by Payroll of time variances or any missing approvals. Once notified, timesheet approvers are required to respond to Payroll by close of business that day. Corrections are then made as necessary.
- Files are created within WFM and imported into the payroll system (ICON). Import totals are compared to WFM file totals. Any discrepancies are resolved.

#### 2. Pay Changes and Adjustments

- All pay changes and adjustments are due to Payroll by close of business on the Monday of the non-pay week.
- Any items received that are incomplete or unapproved will be returned and may cause a delay in payroll processing.
- Employee Self Service should be utilized for all direct deposit, federal tax, state tax, and address changes. If an employee's direct deposit account is closed for any reason, they should contact Payroll immediately for assistance.

#### 3. Pay Processing and Distribution

- Payroll utilizes a third party payroll provider, Unicorn HRO, to finalize pay calculations, generate direct deposit files, print pay stubs, and file payroll taxes and garnishments.
- Direct deposit is the preferred method of payment. Direct deposit returns from banking institutions cannot be dispersed to the employee until the funds are returned to our bank. This process can take up to five business

days.

- Pay advices (aka pay stubs) are not printed for direct deposits but may be viewed and printed through Employee Self Service.
- Checks are mailed to an employee's home on the Wednesday of the pay week. Undelivered checks will not be replaced until five business days after the mailing date to allow for postal delivery time.

#### 4. Pay Discrepancies

- Employees are responsible for reviewing their pay advice (aka pay stub) each pay and verifying the accuracy of hours paid, pay rate, and tax withholding. Payroll or the assigned HR representative for the applicable Liberty program should be notified immediately of any discrepancies.
- Payroll will respond within 1 business day.
- If a discrepancy is confirmed, corrections will be made by no later than the next pay cycle. If the discrepancy is through no fault of the employee, and an employee is owed additional funds, an off cycle adjustment will be made. Off cycle adjustments require a minimum of three business days completion time. An off cycle adjustment requires the approval of the Controller.

Approved By: \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	04/07/2016	Shirley Greenlee	Policy Created
#2	03/21/2021	Shirley Greenlee	Policy reviewed with no changes made