

PAYROLL PROCESSING REQUIREMENTS

Effective January 1, 2023

We are committed to providing you with secure, quality, and affordable payroll services. In order to do so, we are implementing some changes to allow for better communication between ourselves and our clients. We hope that by outlining each requirement of the payroll process, we will be able to take care of your payroll needs more effectively. Please let us know if you have any questions or concerns as we implement these changes.

1. HOURS SUBMISSION

- a. Hours need to be submitted via the provided “Payroll Submission” Spreadsheet
 - i. If you do not have access to Excel, please contact your payroll processor (Christy, Andrea or Melissa) and they will provide you with a Google Sheets link that you can use
 - ii. Enter employees in alphabetical order by last name
 - iii. Enter hours in appropriate columns (ie; Regular hourly, OT, Vacation, etc.)
 - iv. If an employee has zero hours for that pay period, please indicate on the spreadsheet
 - v. If an employee has quit or terminated, please see the employee quit or terminated section below
- b. Please submit the Payroll Submission spreadsheet by the deadline indicated below:

PAY DAY	PAYROLL SUBMISSION DEADLINE
Wednesday	Monday before payday at noon
Thursday	Monday before payday at noon
Friday	Monday before payday at noon

- c. Submission deadlines may change due to bank holidays. We will notify you of any changes.

2. NEW EMPLOYEES

- a. Effective immediately, please only send us the completed “New Employee Information” form. This can be found on our website under the payroll tab and a copy is attached to this document. The New Employee Information form needs to be completed and sent to us at least 7 business days prior to their first payroll date.
 - i. To keep your employees' sensitive information confidential, we are only accepting this form via Client Center or in person. We are unable to receive the form via email as that is not a secure delivery method.
 1. *If you have not yet registered for Client Center, please contact our office and we will help you complete your registration and provide complimentary training if needed.
- b. Within 2 business days upon receipt of the New Employee Information sheet, we will invite your employee to register in ADP’s “Employee Access” Center.

- i. For employee registration instructions, please see the attached flyer titled “Complete Your New Hire Paperwork in Employee Access”. This form is also located on our website under the payroll tab. In addition to the form, we also have a video with step-by-step instructions on our website under the payroll tab. You can find the video [here](#).
- ii. Your employees will then enter their Federal W-4, State W-4, Direct Deposit, and address information directly into their employee profile.
 1. You do not need to retain paper copies of these documents in their personnel file.
 2. They will be able to change their tax withholding information, change their direct deposit information, view their paystubs, and update their address as needed via the Employee Access Center.
 3. You will be notified if they make any changes to their information.
- iii. Employee registration needs to be completed **prior to** submission of hours for their first payroll
 1. If the registration process has not been completed upon receipt of the payroll submission spreadsheet the new employee **will not** be paid.
 2. If the employee misses the registration deadline, we will not be keeping track of any make-up pay that may need to be issued. It will need to be indicated on a future payroll spreadsheet.

3. EMPLOYEE QUIT OR TERMINATED

- a. Communicate in writing with your designated payroll processor if an employee has been terminated or has quit.
 - i. Can put on the Payroll Submission spreadsheet
 - ii. Provide last day worked and last payroll date
 - iii. Make sure to include any PTO due on the Payroll Submission spreadsheet

4. EMPLOYEE CHANGES

- a. Communicate in writing via your designated payroll processor
 - i. Make sure to note the effective payroll date of the change

5. GARNISHMENTS

- a. Please submit the front and back sides of garnishment paperwork upon receipt. Due to the sensitive nature of Garnishment paperwork, we are only accepting them via Client Center or in person.

6. TIPPED EMPLOYEES

- a. If an employee who receives tips as part of their wages does not meet minimum wage, an “Other Pay” category will be added to their paycheck where they will be paid the amount necessary, so they reach the minimum wage amount.