



Payroll Policy

Purpose

In order to ensure that ASDF's payroll expenditures are authorized and accurate, the Finance Committee recommends there be a Payroll Policy.

Policy

- For all ASDF employees, a personnel file is established and maintained by the chair of the Personnel Committee.
- Payroll is handled on a bi-weekly schedule by the Bookkeeper. Each payroll register shall be approved by the Executive Director.
- It is the policy of ASDF that all of the following changes in payroll data are to be authorized in writing by the Board:
 - New hires
 - Terminations
 - Changes in salaries, pay raises and bonuses
- It is the policy of ASDF that all of the following changes in payroll data are to be authorized in writing by the Employee:
 - Voluntary payroll deductions; i.e. loan payments, retirement accounts
 - Changes in income tax withholding status
- Documentation of all changes in payroll data shall be maintained in each employee's personnel file.

Approved 2/4/16