

POLICY:

Palmer's Home Care pays all of our employees biweekly. Our weekly schedule is Sunday through Saturday, and all time the Palmer's Home Care employee has worked shall be submitted to their supervisor via our timekeeping system. Currently, we are using an electronic human resources, payroll, and timekeeping system called PayCom. All employees must record their time worked through the electronic payroll system either through the app on their phone or through the web based PayCom system.

TIMEKEEPING:

Federal and state laws require employers to keep accurate records of all hours worked by non-exempt (hourly) employees. All non-exempt employees must enter their hours accurately, including breaks. Employees should clock in no more than five (5) minutes ahead of the scheduled shift time and no later than five (5) minutes after their scheduled shift end time unless approved by their Degreed Professional Manager (DPM).

Employees are required to use the PayCom System to record all hours worked. It is up to the employee to record their hours accurately and consistently and notify their supervisor of any pay discrepancies, unrecorded or erroneously recorded work hours, or any involuntarily missed meal or break periods. Any time spent working (checking email, responding to a work call, etc.) must be recorded as time worked, even outside regularly scheduled hours. Clocking in or out for any other employee is expressly prohibited.

Falsifying time records, recording time for another employee, failing to miss three (3) or more clock-ins or outs per quarter, and/or otherwise failing to maintain accurate time records may result in Corrective action, up to and including termination of employment.

PAYROLL:

All timesheets should be reviewed and approved on the PayCom app or website by the employee each Sunday. If any errors or discrepancies are found by the employee, an employee can request that the error be corrected while on PayCom. Their manager will be notified by the PayCom system and will approve any necessary corrections. After any corrections are approved, employees will need to log on to PayCom and approve their calculated check, including hours, pay rate, and deductions.

Payroll will be processed on the Tuesday prior to Payday Friday. All electronic timesheets will be checked and approved each Monday by 10am by the house manager/coordinator. All Earned Time Off will also have to be entered by the employee, and approved and submitted by the manager by 10am that Monday as well.

*If time has not been recorded by Monday at 10am and approved by the house manager, it may be submitted through the payroll process on Friday at 2pm, to be paid to the employee on Tuesday after payday.

PAYROLL CORRECTIONS:

If errors are made on an employee's paycheck, corrections can be made. If Palmer's Home Care has underpaid an employee for any reason, we will correct the error and compensate the employee accordingly. Payroll corrections will be made on Payday Friday, processed at 2pm to be paid on the Tuesday following Payday. Corrections due to employee errors will be made on a case-by-case basis and the employee will be responsible for the cost of processing the extra payroll. This cost may be up to \$50. Otherwise, all corrections will be added on to the next normal payroll process and paid out on the next payroll.

DIRECT DEPOSIT:

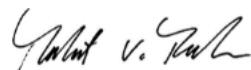
Palmer's Home Care payroll operates through direct deposit. Each employee must have a bank account and must provide accurate direct deposit information to Palmer's Home Care upon hire. This will be set up during the onboarding process. If an employee wishes to change direct deposit information, the employee must provide the accounting department with the new information along with verification, such as a voided check or bank letter. This information must be received by 10:00 am on the Monday before Payroll in order to be processed in the regular payroll run.

If an employee does not receive a deposit during the payroll process, this may be because the banking account information provided was not correct. The bank will reject the deposit and then will send the funds back to Palmer's Home Care. Palmer's Home Care will not issue the money owed to the employee until we receive that money rejected by the banking institution back into our account. This may take up to 5 business days.

Any deposit rejected by the bank due to the employee providing or inputting incorrect information, a bank account being closed and/or the bank account not being operational will result in a fee of \$15.00 up to \$50.00 to the employee which will be taken out of the money owed to the employee by Palmer's Home Care. Once Palmer's Home Care has received the money back from the bank, we can process another payroll and the funds will be deposited into the bank account with the corrected account information. This will be deposited 2 days after that extra payroll has been processed. The deposit can be expedited but a fee of \$50 will be assessed in order to have a same day deposit processed.

FEES:

1. Palmer's Home Care will assess fees to the employee if the employee has entered/provided incorrect banking account information which results in a returned deposit. This fee will be \$15.00 up to \$50.00 which will be taken out of the employee's paycheck. This will be an automatic deduction.
2. Palmer's Home Care can assess a fee of \$50.00 for each additional payroll ran specific to the individual employee. Palmer's can expedite a payroll in order to deposit the funds into the employee account at the time of the payroll processing (or the same day deposit). If the employee does not want to pay the \$50.00 processing fee, they can opt out and receive their funds owed on the next payroll cycle. Palmer's Home Care will notify the employee and give them the option to receive their money expedited and accept the fee charged, or to receive it on the next pay cycle. If the employee chooses to expedite the pay, the \$50.00 charge will be automatically deducted from their paycheck.



Approved by: _____

Robert Palmer, RN, BSN, Owner PHC