PAYROLL

RESPONSIBILITIES	PROCESS	SUPPORT DOCUMENTS
Timekeeper		1. Time and Attendance Sign-in
Manages Attendance Records	1. Manages the Time and Attendance Sign-in for each employee and gives it to the supervisor for approval	
Supervisor		2. Attendance Policy
Approves Pay	2. Reviews and approves Time and Attendance Sheets and provides them to the bookkeeper at the end of the period 3. Notes absences- approved vs. unapproved- and ensures payments for absences conforms to the policy	
Bookkeeper/Clerk		3. Master Payroll
Prepares Payment and Master Payroll	4. Develops payroll and master payroll list for a given pay period and has it approved by the Approving Officer 5. Prepares checks/cash payments for employees and appropriate entities for taxes/withholdings *(If direct deposit: Sends processing information to the bank.)*	4. Checks/Cash
Supervisor		5. Payment Receipts
Distributes Pay	6. Distributes pay to employees and has employees sign for pay received 7. Safeguards any pay not received	
Accountant		6. General Ledger
Records and Reconciles Payroll	8. Records payroll in the General Ledger 9. Reconciles payroll records to documentation	

General Rules

- Ensure employees (salaried/hourly) are paid on time, with the correct amount of money for the hours worked.
- Define roles for managers and accounting personnel to handle all tasks such as hiring, checking references, firing, promoting, and payroll.
- Establish a time and attendance system which is supported by policy on issues such as length of work day and work week, time off for breaks and lunch, overtime policy, sick and vacation policies, etc.

Internal Control Risks

- Pay is distributed to the appropriate employee and only to employees who worked (or were on approved leave).
- Wage employees are paid for the correct amount for the hours they actually worked.
- Payroll is correctly recorded.
- Withholding is correct and sent to the appropriate tax entities.
- Pay not distributed is safeguarded until it can be distributed or re-deposited into the bank account.