

# **Payroll Policies**

## **Payroll Procedures**

Our payroll system ensures that all employees are paid accurately and on time. Paychecks are issued every two weeks, and direct deposit is available for all employees. Payroll discrepancies must be reported to the HR department within 48 hours of receipt of payment.

## **Payment Schedules**

Employees are paid on a bi-weekly basis, with paydays falling on alternate Fridays. Should a payday fall on a holiday, payments will be processed the day prior. Payment covers the two-week period ending the previous Saturday.

## **Tax Compliance**

The company complies with all federal and state tax regulations. Employees' tax withholding will be based on the information provided on their W-4 forms. Employees are encouraged to review their withholding status annually and update their forms as needed.