

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1127
		Original Date	04/14/2006
	Department: Social Services	Revised Date	07/09/2015
	Resident Work Program Payroll		

POLICY:

Preparation of time sheets and distribution of payroll for the Resident Work Program will be completed according to state pay plan schedule.

PROCEDURE:

Time Sheet Preparation:

1. Hours will be documented on Resident Work Program Employee Time & Attendance Report (Attachment #1). This will be recorded by job site supervisor and approved by Resident Work Program Coordinator.
2. Hours worked are entered and initialed in the payroll book by the Resident Work Program Coordinator.
3. The payroll is turned in to the personnel Assistant by noon on the Monday following the pay period end.
 - A. A pay period consists of 14 consecutive days.
 - B. The beginning of a new pay period is the Sunday following payday (Wednesday).

Pay Check Distribution:

1. Resident checks will be directly deposited to their resident account.
2. The resident employee receives the earning statement which is attached at the bottom of the warrant.
3. A copy of the earning statement will be given to the Resident Accounts Clerk.