



## **ARCHDIOCESE OF PHILADELPHIA PARISH PAYROLL POLICY**

### **Payroll**

1. Personnel files must be established and maintained to include appropriate documentation (e.g. letter of hire, Form W-4, copies of benefit enrollment forms, etc.). I-9 forms are to be kept separate from the personnel files.
2. All parishes and elementary schools must use Prime Pay for payroll processing. All federal, state and local tax returns and year-end Employee Earnings Statements (W-2s) shall be filed through Prime Pay.
3. Timely deposits of withheld taxes shall be made through Prime-Pay.
4. A copy of a voided check or letter of authorization from the employee's bank must be attached to any request to a change in a direct deposit.
5. It is critical that the parish correctly determine whether persons providing services are employees or independent contractors, and correctly classified as exempt or non-exempt. The Human Resources Office stands ready to help if there are any questions relating to an employee's classification following FLSA regulations as well as local wage and hour laws.
6. Appropriate time and attendance reporting systems must be utilized for both exempt and non-exempt staff and for tracking and reporting paid time off (sick time, vacation time, etc.) and be retained for a minimum of three years.
7. If employees are classified non-exempt, paid on an hourly basis, a timesheet indicating the dates and hours worked, signed by the employee and Pastor/supervisor must be maintained to support the wages paid. Exempt employees should also complete and sign timesheets for each period indicating holiday, sick or vacation time used.
8. The pastor/business manager must approve payroll each pay period by reviewing and initialing/dating the PrimePay pre-payroll report prior to PrimePay transmittal ensuring proper amount and rate paid to each employee. Upon payment, the pastor should review and initial/date post payroll report ensuring total payroll amount was correct. Business manager must retain approved reports.
9. The approved payroll register must be retained in accord with the record retention guidelines, which is seven years
10. Payroll advances and other loans should not be paid to clergy, employees, independent contractors, parishioners, parents, etc.
11. Any deductions in pay must be made in accordance with regulations and the employee's documented authorization.
12. Clergy and religious should receive the appropriate compensation as stipulated by Archdiocesan guidelines.
13. The pastor should approve all salary and wage increases and bonuses in writing and a copy of the approval be placed in the employee's personnel file