

# NWF Health Network Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Payroll

**Policy Number:** 1327

**Origination Date:** 1/29/2008

**Revised:** Board Meeting of 02/27/2025

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## Policy

It is the policy of NWF Health Network, Inc. (NWFHN) to make accurate and timely payroll and payroll tax payments and to maintain and report accurate payroll records as required by state and federal law.

## Procedure

- A. Payroll is paid on a bi-weekly basis. Relevant taxes are computed and required reports are processed after each pay period by NWFHN's Third Party Payroll Contractor.
  1. Following a payroll, the Third Party Payroll Contractor submits the Federal Income Taxes, Social Security Taxes, and Medicare Taxes due within the required deadlines as established by Federal and State laws and regulations.
- B. Required Federal and State monthly, quarterly and annual payroll tax returns and forms are prepared by the Third Party Payroll Contractor in accordance with the rules and regulations that guide Professional Employer Organizations. The information is maintained by the Third Party Payroll Contractor and can be obtained at the request of NWFHN.