

# NWF Health Network Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Employee Time Sheets

**Policy Number:** 1328

**Origination Date:** 1/29/2009

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

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## Policy

It is the policy of NWF Health Network, Inc. (NWFHN), to maintain accurate records of time worked by each employee and ensure proper compensation is distributed.

## Procedure

A. Payroll is calculated and paid on an in-arrears bi-weekly pay cycle.

1. Time sheets are due to the designated payroll staff within the Accounting Department by ten-a.m. E.S.T. on the designated due date that will be communicated by payroll staff depending on holidays and time necessary to process payroll.
2. NWFHN utilizes an electronic time-keeping system provided by the third party payroll contractor. All employees are required to complete a time sheet and submit it to their supervisor for approval. Following supervisory approval, the timesheet is submitted to the designated payroll staff for review and final authorization. The CEO submits a timesheet however, this is the only timesheet that will have no supervisory authorization as the CEO works for the Board of Directors.
3. The timekeeping system is utilized to track leave for each individual staff member, including accruals and time off.
4. Following processing of each payroll, the payroll calculate checks report is reviewed by the designated payroll staff and the CFO, Director of Accounting or designee. The final payroll ready for processing invoice is reviewed by the CFO or designee prior to processing.
5. Payroll transactions are recorded in the general ledger accounting system by the designated payroll staff and reviewed by the CFO or the Director of Accounting or designee.
6. Accounting controls are in place to ensure separation of duties. Timesheets are prepared, approved, and submitted to the Accounting Department. Payroll checks are processed by a Third Party independent payroll-processing firm.