



SwiftShip Company

Payroll Policy and Procedure

1.0 Purpose

The purpose of this policy is to establish guidelines and procedures for the accurate and timely processing of employee payroll at SwiftShip Company. This policy outlines the responsibilities of employees, managers, and the Payroll Department in ensuring compliance with all applicable federal, state, and local laws and regulations.

2.0 Scope

This policy applies to all employees of SwiftShip Company, including full-time, part-time, temporary, and contract employees, and all aspects of employee pay, including but not limited to, wages, salaries, bonuses, commissions, deductions, and taxes.

3.0 Responsibilities

- **Employees:**
 - Responsible for accurately recording all hours worked, if applicable.
 - Responsible for providing accurate and up-to-date personal and payroll information, including address, tax withholding elections, and bank account details.
 - Responsible for reviewing their pay stubs for accuracy and reporting any discrepancies to their supervisor or the Payroll Department in a timely manner.
- **Managers:**
 - Responsible for approving employee timesheets accurately and in a timely manner, if applicable.
 - Responsible for understanding basic payroll policies and procedures.
 - Responsible for communicating any employee changes (e.g., salary changes, terminations) to the Payroll Department promptly.
- **Payroll Department:**
 - Responsible for the accurate and timely processing of payroll.
 - Responsible for ensuring compliance with all applicable federal, state, and local laws and regulations.
 - Responsible for maintaining accurate payroll records.
 - Responsible for responding to employee inquiries regarding payroll matters.
 - Responsible for the security and confidentiality of employee payroll data.



4.0 Payroll Processing

- **4.1 Pay Frequency:** Employees will be paid [Weekly/Bi-weekly/Monthly].
- **4.2 Payday:** Payday will be [Specific day of the week/month]. If the scheduled payday falls on a weekend or holiday, employees will be paid on the preceding business day.
- **4.3 Hours Worked:**
 - Non-exempt employees must accurately record all hours worked using the [Timekeeping system - e.g., time clock, online system].
 - Timesheets must be submitted and approved by the employee's supervisor by [Date and Time].
 - Overtime will be paid in accordance with federal and state law. Currently, SwiftShip pays overtime at 1.5 times the regular rate for hours worked over 40 in a workweek.
- **4.4 Salary Payments:**
 - Exempt employees will be paid their regular salary regardless of the number of hours worked, provided they work any part of the work week.
 - Salary adjustments must be approved by [Position Title] and submitted to the Payroll Department by [Date].
- **4.5 Direct Deposit:**
 - Employees are encouraged to enroll in direct deposit.
 - Employees must provide accurate bank account information to the Payroll Department.
 - Changes to direct deposit information must be submitted to the Payroll Department by [Number] days before the next pay period.
- **4.6 Pay Stubs:**
 - Employees will receive an electronic pay stub each pay period.
 - Pay stubs will include gross earnings, taxes withheld, deductions, and net pay.
- **4.7 Retroactive Pay:**
 - Retroactive pay adjustments due to salary changes, corrections, or other reasons will be processed in a subsequent payroll period.
 - The Payroll Department will calculate the amount of retroactive pay and provide a detailed explanation to the employee.

5.0 Earnings and Deductions

- **5.1 Earnings:**
 - Employees will be compensated for all earnings, including base salary/wages, overtime, bonuses, commissions, and other eligible compensation.



- Bonus and commission payments will be paid according to the company's [Bonus Policy] and [Commission Policy], respectively.

- **5.2 Deductions:**

- Deductions from employee pay will include mandatory deductions (e.g., federal, state, and local taxes, Social Security, Medicare) and voluntary deductions (e.g., health insurance, retirement contributions, union dues).
- Employees are responsible for completing the necessary forms (e.g., W-4, state tax forms) to ensure accurate tax withholding.
- Changes to voluntary deductions must be submitted to the Payroll Department by [Number] days before the effective date.

6.0 Taxes

- **6.1 Tax Withholding:**

- SwiftShip Company will withhold federal, state, and local taxes from employee pay in accordance with applicable laws and regulations.
- Employees are responsible for providing accurate and complete tax information on their W-4 and other tax forms.

- **6.2 Tax Reporting:**

- SwiftShip Company will prepare and distribute W-2 forms to employees annually, as required by law.
- SwiftShip Company will file all necessary tax returns with federal, state, and local tax agencies.

7.0 Payroll Records

- **7.1 Record Retention:**

- All payroll records will be maintained in accordance with federal, state, and local laws and regulations. [Specify number] years is the standard.

- **7.2 Confidentiality:**

- Employee payroll information is confidential. Access to payroll records is restricted to authorized personnel only.
- The Payroll Department will take all necessary precautions to protect the privacy of employee payroll data.

8.0 Policy Changes

- SwiftShip Company reserves the right to modify this policy at any time. Employees will be notified of any changes to this policy in a timely manner.

9.0 Approval



- This policy is approved by:
[CEO]
[01/03/2025]