



Sandstone Housing

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Property Manager Payroll Policy

The purpose of the Payroll Policy is to ensure that Sandstone Housing employees are paid correctly and timely.

Definitions:

1. Timecard: The timecard is an excel worksheet that calculates time worked, sick hours, overtime, and vacation time.
2. Time in/time out sheet: This is the sheet that the employee fills in daily to track hours worked.
3. Overtime log: The overtime log is an excel worksheet that calculates work done over 40 hours. Overtime must be pre-approved and the reason for overtime must be documented on this log sheet.
4. ADP: ADP is the company Sandstone Housing uses to support the payroll process.

Policy:

Timecards, time in/time out sheets, approved overtime logs, and leave requests are due every second Friday at four in the afternoon, and employees are paid the Wednesday thereafter. Timecards must be signed by the employee and their direct supervisor. Overtime logs and leave requests must have a note of approval. Payment will be based on the employee's approved timecard. Paychecks are directly deposited into employee's checking or savings account, or sent through FedEx to the employee's home office.

Procedures:

1. Employee timecards, time in/time out sheets, overtime logs (along with the note of approval), and leave requests are emailed to the Human Resource Manager on the Friday before payday by the Property Managers by 4:00 pm.
 - a. The "Employee Change Form" (Section I) must be filled out and emailed to the Human Resources Manager with the timecard if an employee needs their check sent to a different office.
2. The Payroll is submitted to ADP by the Human Resources Manager on Monday morning.
3. ADP will cut the checks and FedEx them on Tuesday.
4. The Human Resource Manager sends the checks to each prospective property via FedEx to be delivered by payday on Wednesday.
5. The employees with direct deposit will have their checks in their accounts on payday.