



Pharr Literacy Project, Inc.
Time Cards, Paychecks, and Payday

- A. **Purpose** - The purpose of this policy/procedure is to explain the basic pay requirements for all employees for PLP.
- B. **Time Records** - There are two types of time records that are used for pay purposes: The time cards and the Payroll or Stipend Check Request. These documents are official certifications of time worked and charged and as such should be completed carefully and accurately. Falsification of time records is considered a serious offense for which disciplinary actions will be taken.
- C. **Payday** – For all employees payday is every two weeks contingent upon the receipt of signed time card and Payroll or Stipend Check Request.
- D. **Paychecks** –
 - 1. A statement of payroll earnings and deductions is available to employees upon request.
 - 2. PLP has established stringent controls to ensure employees are paid accurately and on a timely basis. The employee, however, shares the responsibility of checking his or her paycheck carefully and regularly and for calling to the attention of the Sites Coordinator any errors which are discovered.
- F. **Review** - This document shall be reviewed every five years or as legislation requires by the board of directors.