Policy Name: III.21 Payroll Guidelines	Section: III Human Resources	Programs: All
	Standard/Area: Criterion F 2 Workforce Development and Management	**Review Date:**
File: Employee Portal Human Resources III.21 Payroll Guidelines	**Effective Date: 1.25.22**	**Revised: 07.12.25**

Section I: Policy

It is the policy of Martha's Vineyard Community Services to follow a structured payroll process that is fair and equitable for those employed by MVCS. The payroll process is designed to support employees in entering their work hours, to be knowledgeable about our payroll software, and to review important personal and payroll data.

Section II: Procedures

Pay Periods

Employees of MVCS are paid bi-weekly (26 pay periods) beginning July1st and ending June 30th. All employees are paid via direct deposit, and the deposit will be viewable in the employee account every other Friday of each payroll week. The work week commences on Monday at 12:01 a.m. and ends the following Sunday at midnight.

1. Employees are responsible for preparing and properly submitting completed time sheets and any expense reimbursements for each pay period. Expenses and time worked are submitted in the pay period in which the time and/or expenses were accrued, not held for future time periods.
2. Time sheets are to be approved in the online HRIS system no later than noon on the Monday after the pay period ends (Sunday). Hourly employees are paid for all hours entered. Salaried employees are required to enter daily hours in the payroll system. This deadline is subject to change to accommodate holidays that impact the timely processing of payroll.
3. Employees will review their pay stub each pay period to ensure accuracy. Employees are asked to report any errors within 14 days.

Paycheck Deductions

MVCS is required by federal, state, and local laws to withhold certain deductions from the employee paycheck. This includes income and unemployment taxes, FICA contributions (Social Security and Medicare), PFML Taxes as well as any other deductions required under law or by court order for wage garnishments. The amount of tax deduction will depend on employee earnings, the signed federal Form W- 4, and applicable state withholding form. The employee may also authorize voluntary deductions from their paycheck, including contributions for insurance premiums, retirement plans, or other accounts. Deductions will be reflected on the wage statement in the payroll system employee portal.

In the unlikely event that there is an error in the amount of pay or an improper deduction, employees should promptly bring the discrepancy to the attention of Human Resources. Every effort will be made to investigate and resolve complaints immediately. If the Agency determines that a deduction was taken improperly, corrections will be made as quickly as possible and the Agency will reimburse the employee for the improper deduction. All employees may file complaints or raise concerns regarding deductions from wages without fear of reprisal.

Overtime Authorization for Nonexempt Employees

In carrying out our responsibilities to the communities we serve, the Agency's employees are expected to work reasonable amounts of time outside regular work hours when requested. Employees classified as "non-exempt" will be paid overtime for any hours worked beyond 40 hours per workweek. Non-exempt employees are paid on an hourly basis and do not meet an exemption as defined by the FLSA. Every effort will be made to ensure that overtime is offered on an equal basis among all employees. Except in emergencies, when it is not possible to contact a Division Director, you should not begin to work any overtime without first receiving authorization from your Division Director/Supervisor. Overtime pay of one and one-half an employee's regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, bereavement time, vacation, sick, and personal days do not count as time worked for computing overtime.

Exempt employees are not entitled to overtime pay.

Payroll Advances and Loans
MVCS does not make payroll advances or loans.

Time Entry Instructions

See Attachment A for details on entering hours into our payroll software

Section IV: Distribution and Training

This Policy and associated attachments are distributed on the MVCS Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Administrative Officer. Training on this policy will occur at hire for new employees and periodically as needed for managers/supervisors.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources

- Attachment A – Paycor Time Entry Overview

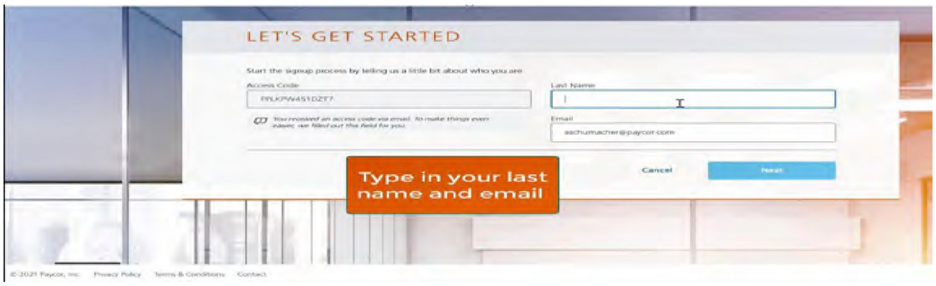
Paycor Overview

Account Setup

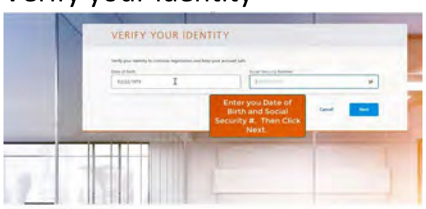
You must set up your account on a computer first before trying to access it on the mobile app.

You will receive an invitation email with an access code

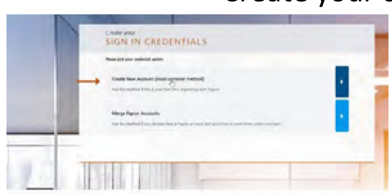
Enter the requested information then hit next

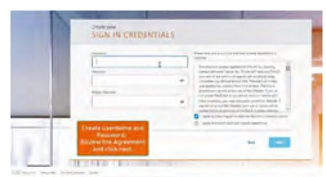


Verify your identity

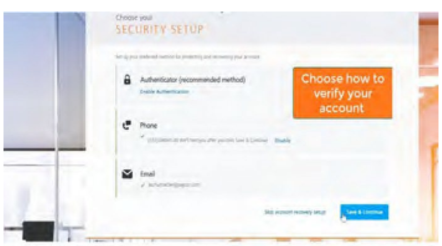


Create your credentials

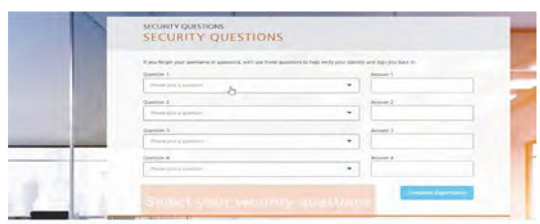




Choose your security setup



Complete your security questions



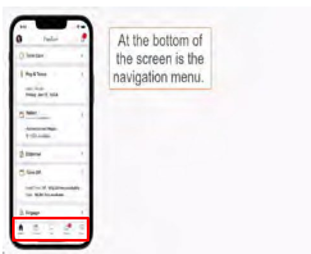
Mobile App

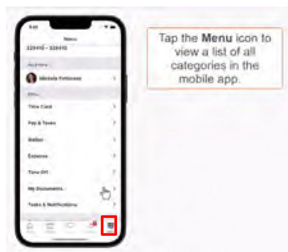
Download the Paycor Mobile App

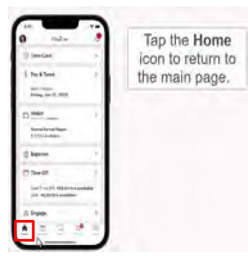
Steps:

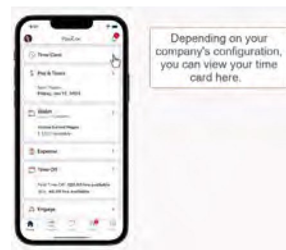
- Go to the Paycor Mobile App from the Google Play Store or the App Store
- Search for Paycor Employee Mobile
- Download the app
- Once installed, access the app by entering your Paycor.com username and password

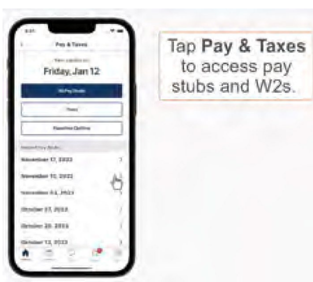
Note: You must register on Paycor.com before you can access your account on the mobile app!

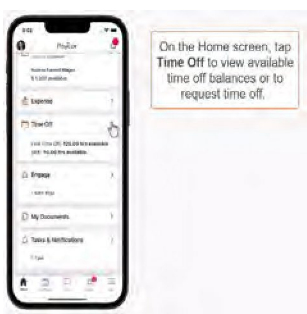


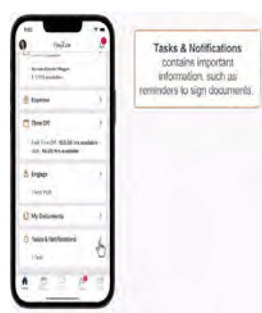


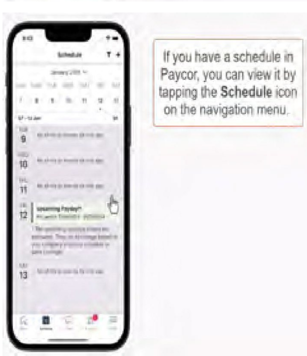












Entering Time

All hours **worked** are entered under the **Worked Time Column**.

If you only use your home Department, which is set for you, enter your hours and hit save.

To add additional Cost Centers to your day click + New Category

A pop-up box will come up, using the drop down select the Cost Center in each box: the Department box and Cost Center box. Then click save.

Once you have added an additional Category to your Time Card, it will carry-over to future Time Cards, so moving forward you can just add hours for that Cost Center.

For those with additional rates: you will no longer need to apply your rates on your time card. Additional rates correlate to the cost center you choose.

Using the example below: Your Base Rate will be applied to your home department, and your Rate 2 will be applied for hours entered in cost center 205. Any time you enter hours under cost center 205 you will be paid at rate 2.

<u>Adding Pay Items –> On-Call Shifts and CCAT Services</u>

To add On-Call shifts and CCAT Services Click + New Category under Pay Items.

A pop-up box will come up, Select the Cost Center in both the Department and Cost Center box.

Using the drop down in the Select Pay Items Earning box, select the shift then save.

The new Pay Item will be added to your time sheet, and will remain there for future time entry.

Paycor Pay Items- On-Call Shifts/CCAT

Clinicians

- **AOPA M-F** = Clinician Open Access Shift outside of regular hours
- **AOPA WKND** = Clinician additional Saturday outside of normal rotation.
- **OPA WKND** = Clinician Saturday
- **Relief Cli** = Relief Clinician
- **MTCOC = Manager Clinician on-call**

CONNECT

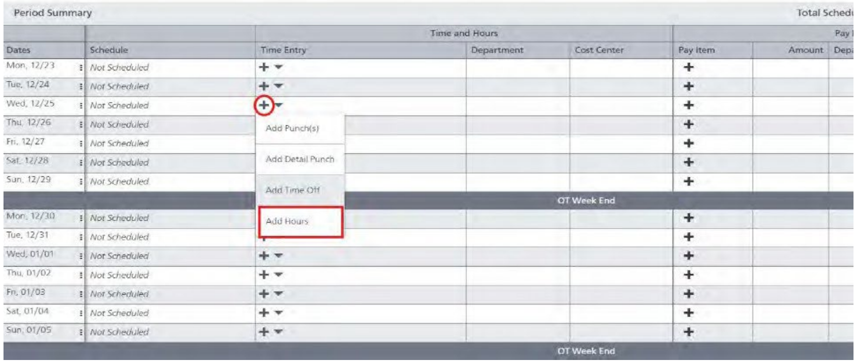
- **C M-F** = CONNECT Monday-Friday
- **C S/S/H** = Connect Saturday/Sunday/Holiday
- **CCR** = CONNECT Response
- **S M-F** = CONNECT Supervisor Monday- Friday
- **S S/S/H** = CONNECT Supervisor Saturday/Sunday/Holiday

CCAT

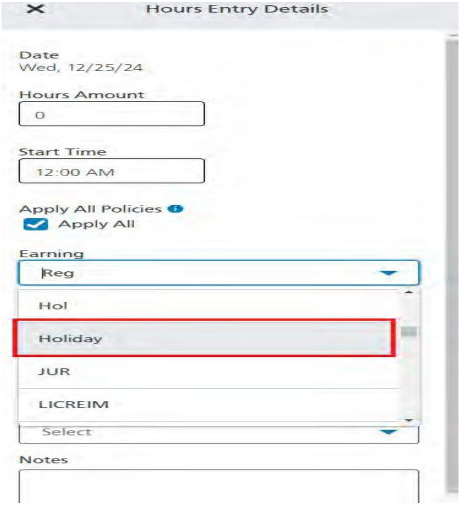
- **CCAT V** = CCAT Verbal Translation
- **CCAT W** = CCAT Written Transcription

Entering Holidays

Under Time and Hours – Use the + to add hours



Then select Holiday



Entering Activities – Activities should be entered on your time card for time spent on tasks outside of your normal job functions that you receive your base rate for.

Available Options:

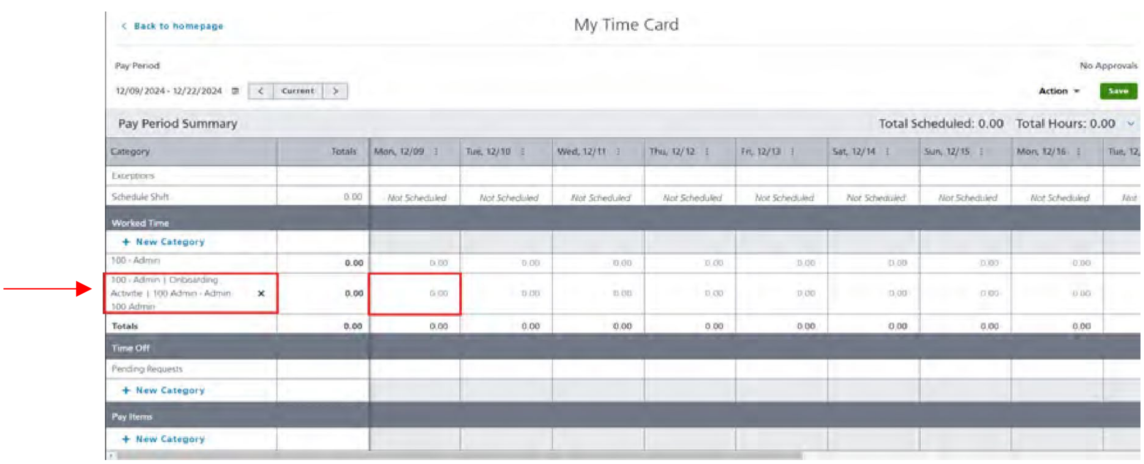
- Onboarding activities – such as Orientation with Human Resources, Program Specific Orientation.
- CPR Recertification
- Non-Clinician Open Access Shifts
- Relias Training
- Emerging Leaders activities
- Professional Development Day
- Electronic Disposal Day
- Community Related Activities

- ➢ Staff Training on-Island
- ➢ Staff Training off-Island
- ➢ Staff Appreciation Day

To add an activity click on **+ New Category** under **Worked Time**. A pop-up will come up.

Using the drop down arrow select the Department, and under the **Activity Type** select the activity, the click save.

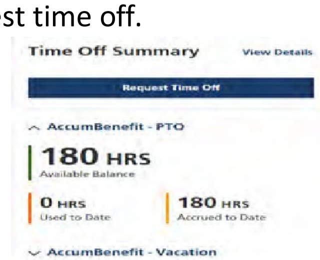
The Activity will be added to your Time Card



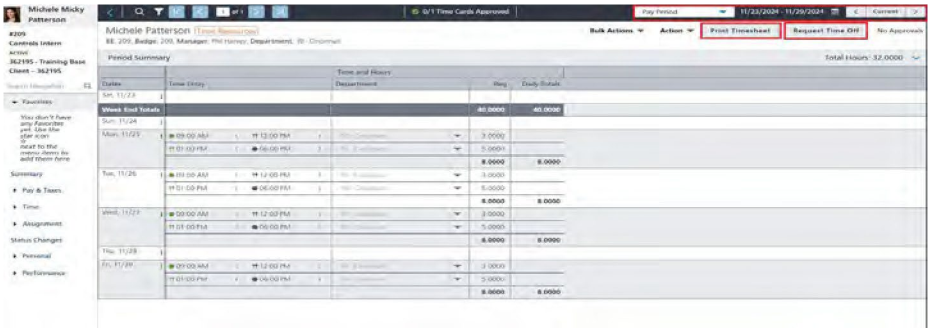
Requesting Time Off

There are two options to request time off.

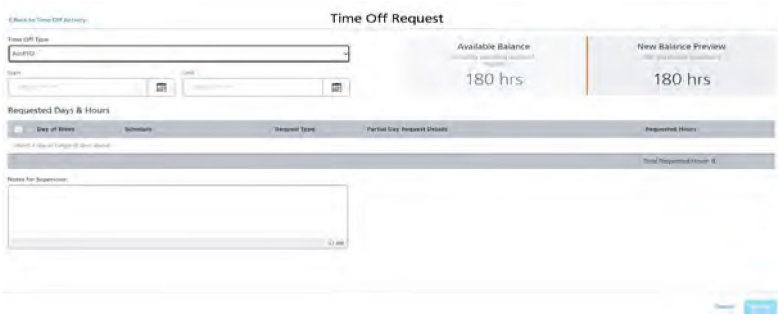
1. From your homepage



2. From your time card



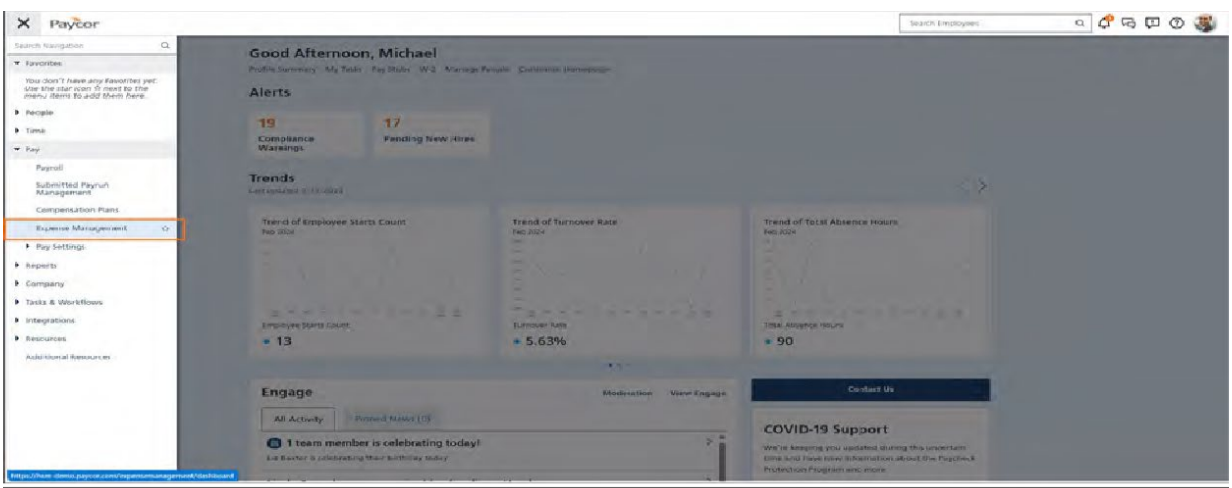
Either option will open the Time Off Request Form.

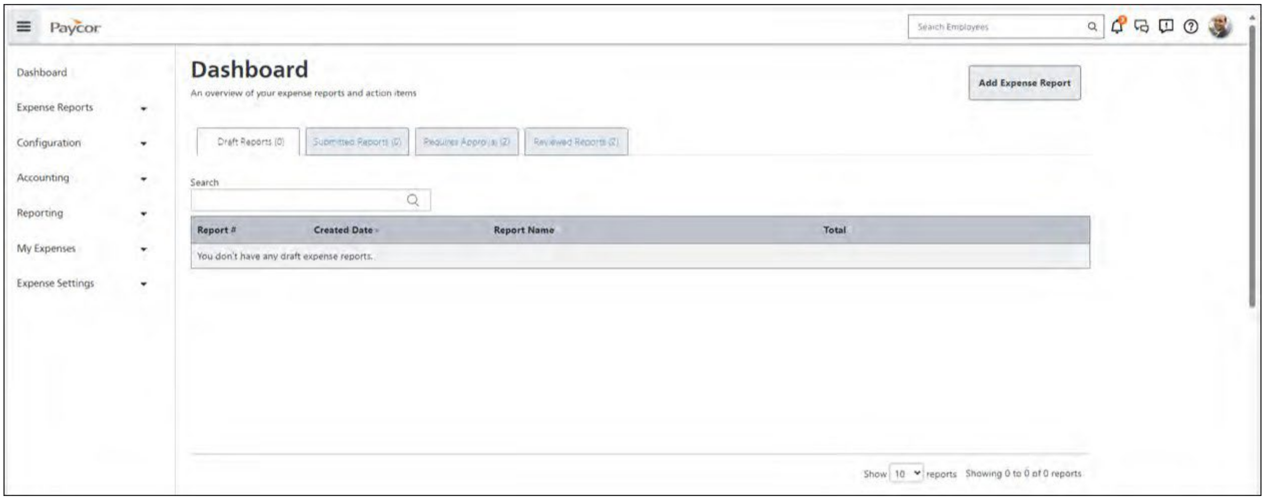


Please be sure to enter the type of time off from the drop down.

<u>Expense Reports: Expenses and Reimbursements</u>

Login to Paycor and go to Pay > Expense Management. The Expense Management dashboard appears.





To create a new expense report, you have these two options.

Either method you select displays the Expense Report screen.

Option 1:

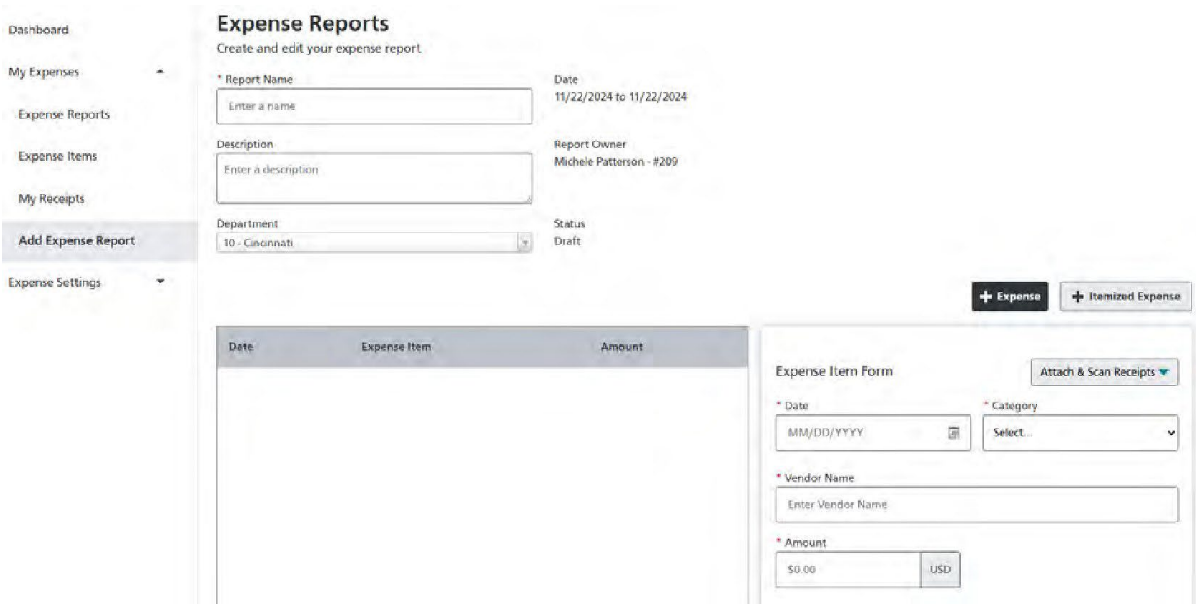
In the left menu, click My Expenses and then click Add Expense Report

Option 2: The Add Expense Report button:

The Expense Report screen appears ready to edit.

Complete these fields:

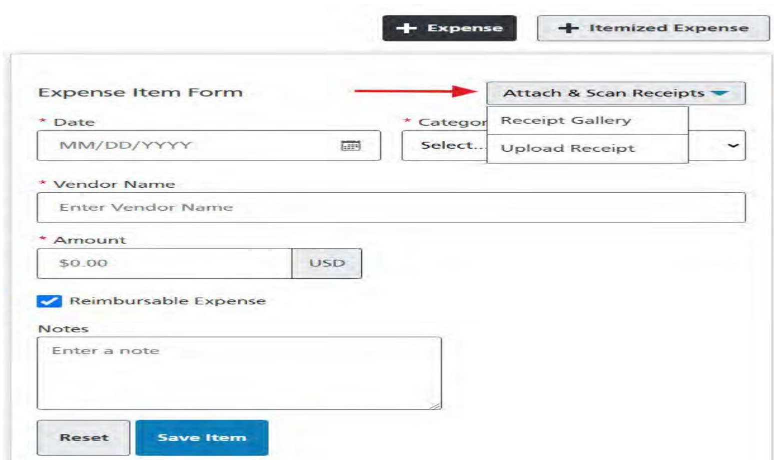
Report Name; Description; Department



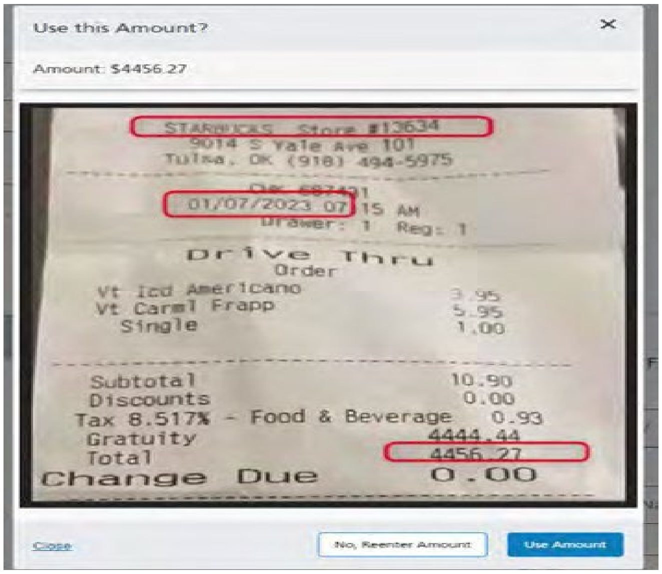
For your report, you will add one or more Expense Items. Your Expense Report might be made up of only a single Expense Item, or multiple Expense Items.

Example -On a recent business trip, you traveled by plane, stayed in a hotel, and purchased meals.

Click Attach Receipts to upload a receipt and autofill the date, amount, and vendor. Select an existing item from Receipt Gallery or add a new receipt via Upload Receipt.



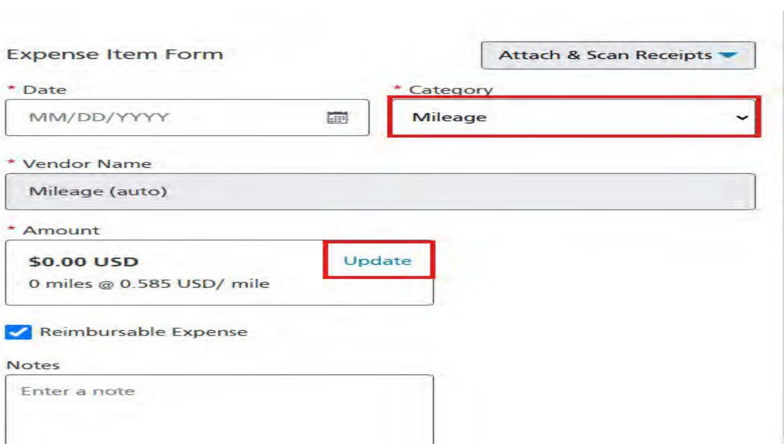
After selecting a receipt, verify the amount.



Review the Expense Item Form for corrections and completed missing fields.

Each is a separate Expense Item which makes up your total Expense Report.

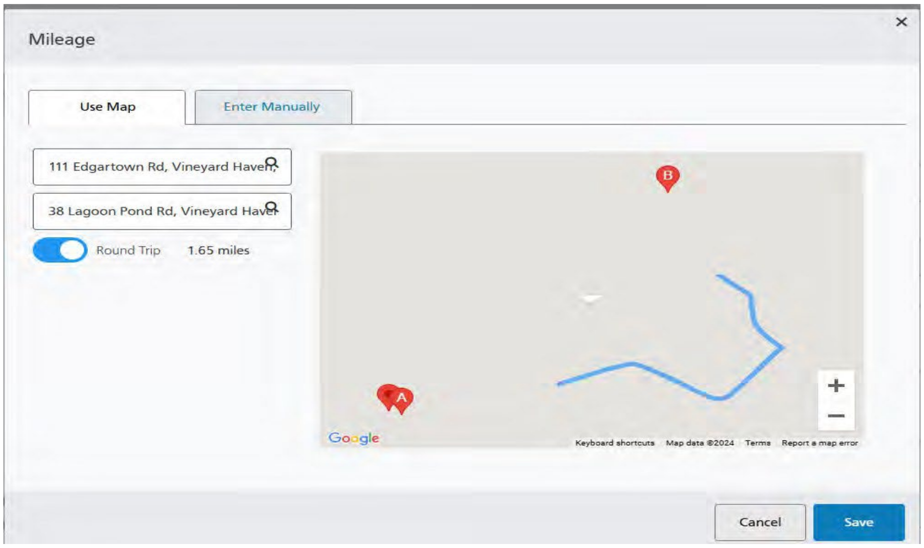
For each Expense Item, complete these fields: Date; Category; Vendor Name; Amount (in US Dollars); Notes: Enter any relevant notes.



When mileage is selected as the category the amount box will have an UPDATE link.

Clicking the update link will open a box and you can use the map to automatically calculate the distance and amount to be paid.

You also have the option to select roundtrip.

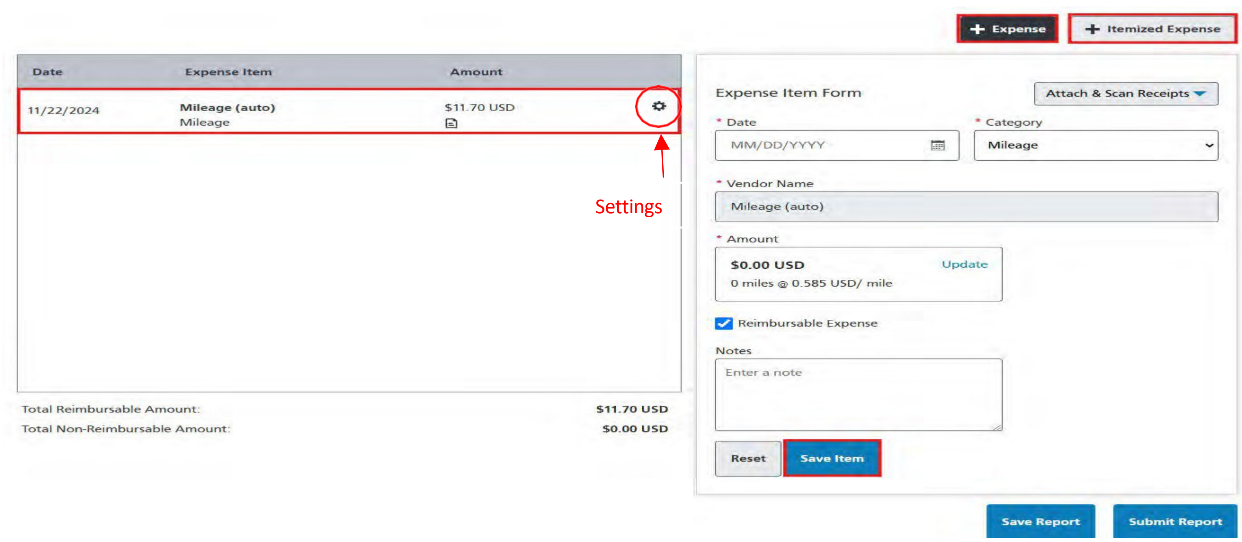


Click Save Item. The new Expense Item appears in the table on the left with these details:

Date; Expense Item; Vendor; Category; Amount.

To itemize an expense, click + Add Itemized Expense. Complete the fields and click Save Item.

The item appears in the table with the Itemized Expense label.



To add more Expense Items, on the left side click + Add Expense.
This clears out the Expense Item section on the right to add another item.
To edit an Expense Item you add in this report, on the right side click the row and the Expense Item section on the right updates with that information. Make your edits and click Update Item.

For any item in your un-submitted Expense Report, click the settings icon on the right to:
Itemize; Duplicate that item; Move the item in the report; Delete the item

When you finish adding Expense Items to the report, do one of these:
Click Save Report to save it in a draft form and work on it later.

The Expense Report will appear on your dashboard in the Draft Reports tab.
Click Submit Report to send it to the person designated to approve your expense reports.
When the notification popup appears, click Yes, Submit.

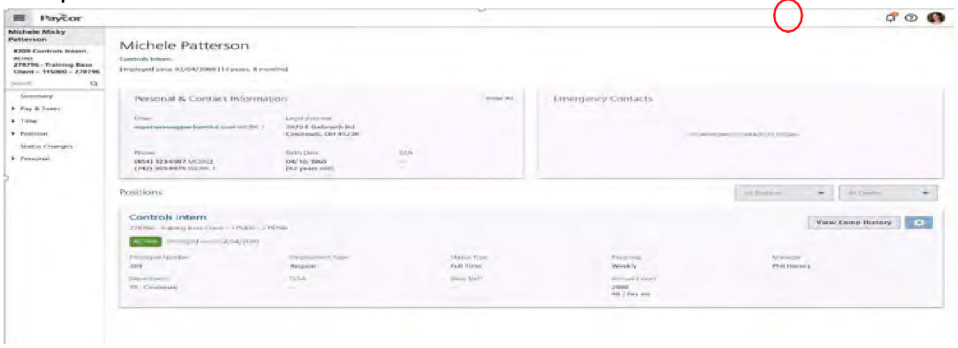
The Expense Report will appear on your dashboard in the Submitted Reports tab.
The approver will receive a notification and your Expense Report will appear in their Approval queue.

<u>**** You do not need to submit your timesheet, just save hours entered****</u>

Homepage

Customizing your Employee Homepage

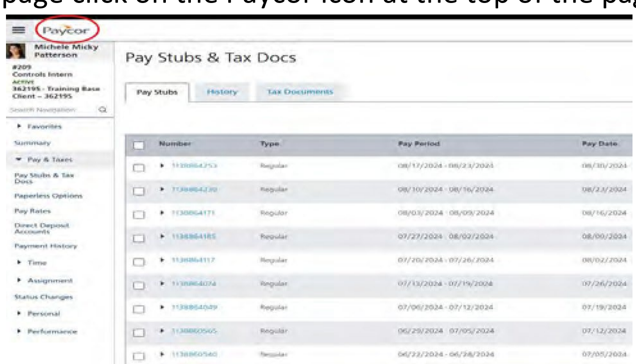
Accessing your information click on the profile menu on the far right of your screen.
Then click view profile.



Your Profile Page will be displayed, with a menu on the left to review all information in your profile.

From this page you can Access:

To return to your homepage click on the Paycor icon at the top of the page



Performance Reviews

You might receive an email with a link to Access the review directly.
After you log in, you will see the awaiting review in the My Tasks section of your Employee Portal.

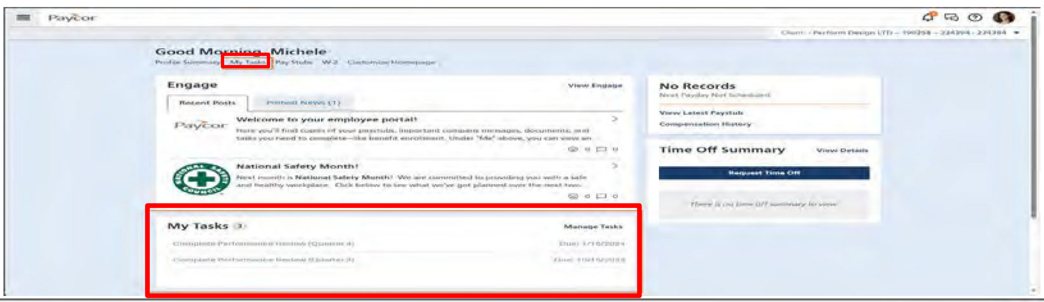
<u>Steps to Access and Complete Performance Reviews</u>

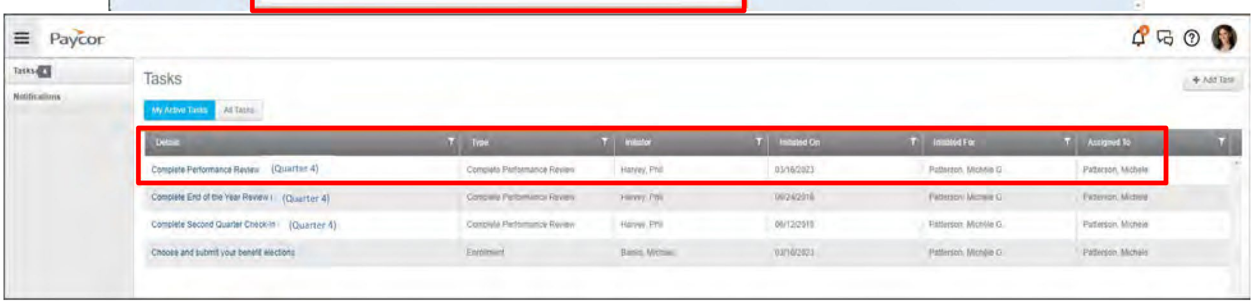
Review forms **auto-save**, so you can exit at any time and go back to finish the form and Submit review. There are two places you can access a performance review after you login:

Method 1. On your Employee portal:

In the **My Task** section, click the review in the list.

You can also go to the top under your name, click My Tasks, and when the My Active Tasks tab appears, click the review in the list and proceed to **Step 2.**

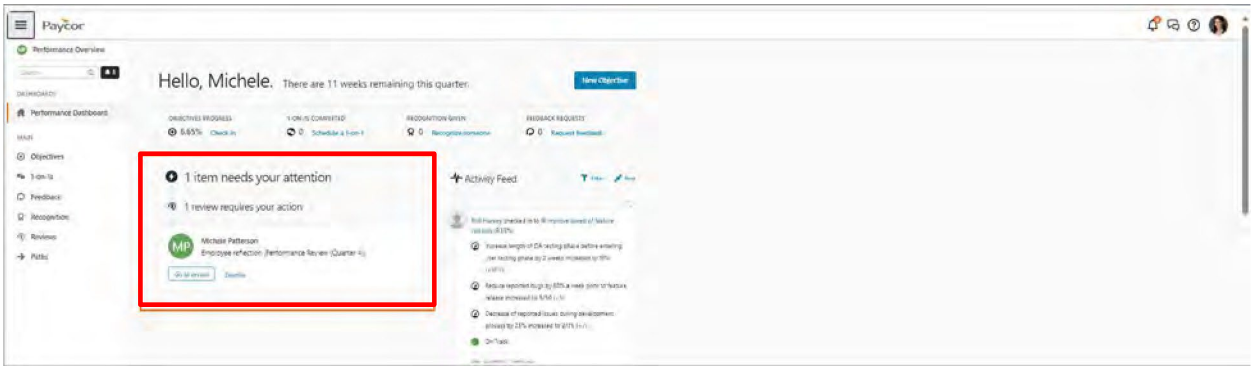




Method 2. From the left menu, click People > Performance:

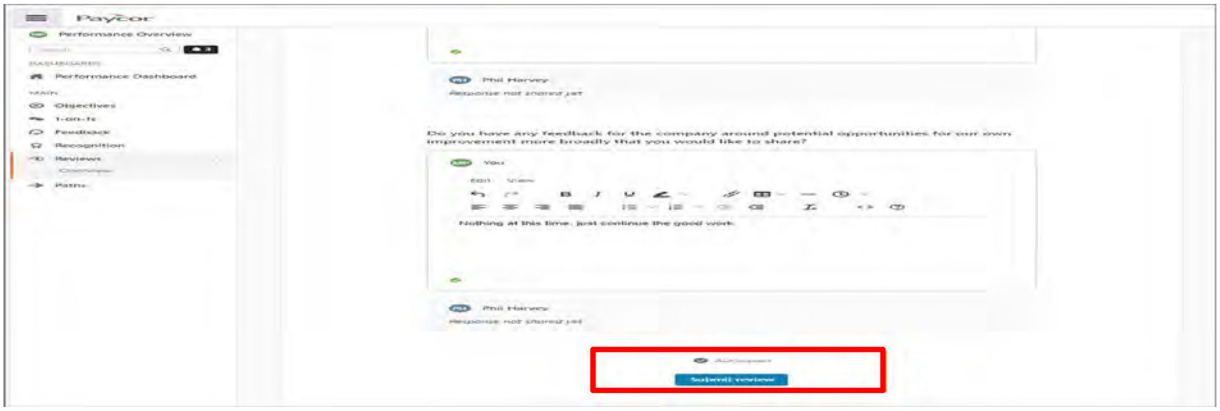
On the Performance Dashboard that appears, there will be a 1 review requires your action notification about your review.

Click Go to Review and the Review form appears for you to fill out. Go to Step 2.

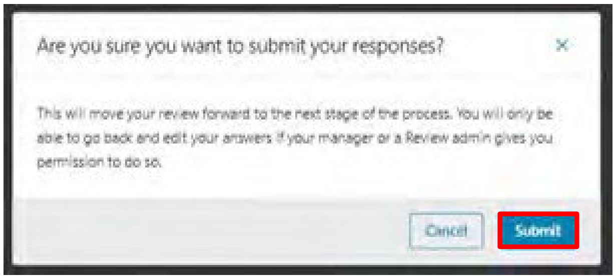


Note: Review forms depend on templates, and this sample form might not match the fields in your review form.

Complete each section in the form. In this example, the employee's manager is Phil Harvey who has not completed their portion and he is the next person to complete the review.
When you finish each section, click Submit review.

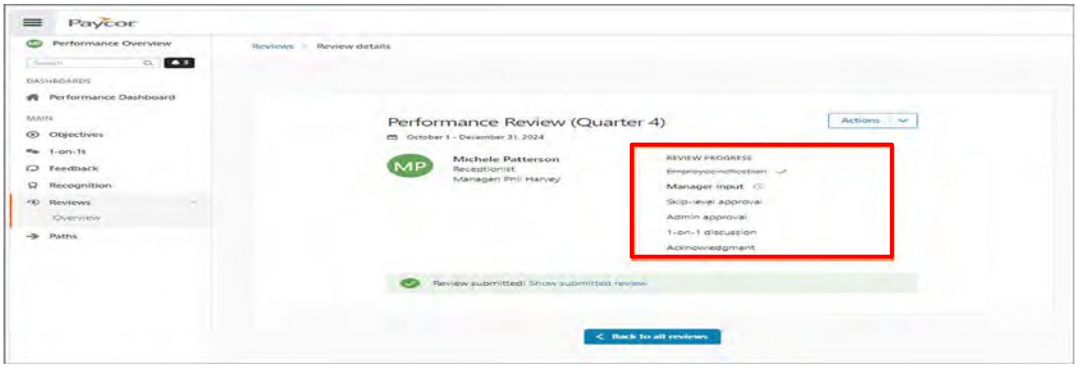


When the popup appears, click Submit. The review is automatically sent to the next reviewer in the process, most likely your manager.



After clicking Submit, a confirmation screen appears like the one shown here verifying the review was submitted. The review also disappears from your My Tasks list on your Employee portal.

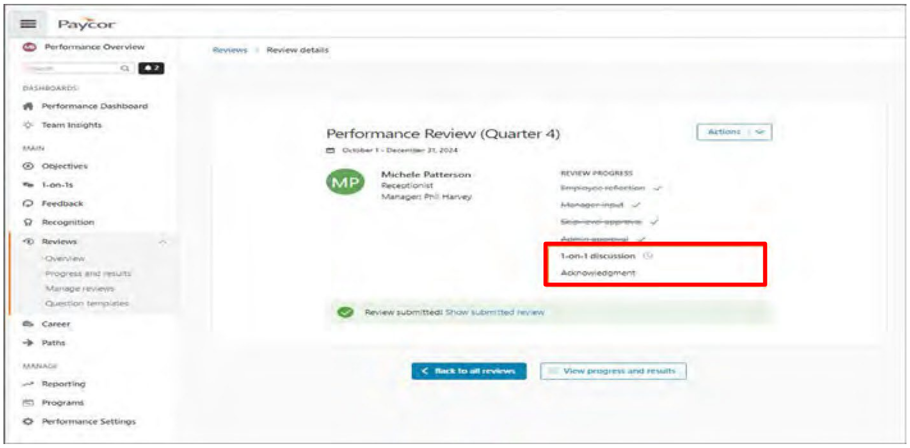
Look in the REVIEW PROGRESS section and in this sample, the next person to complete the form is the Manager



Final Steps: Meet with Your Manager and Acknowledge the Review.
After your manager and any other Review admin comments and approves your review, you will have a 1:1 meeting with your manager to talk about the review overall.

The final step after the 1:1 meeting is your acknowledgement: Your manager will send you an acknowledgement request.

You reply back and provide your acknowledgement on the review form and your review is complete.

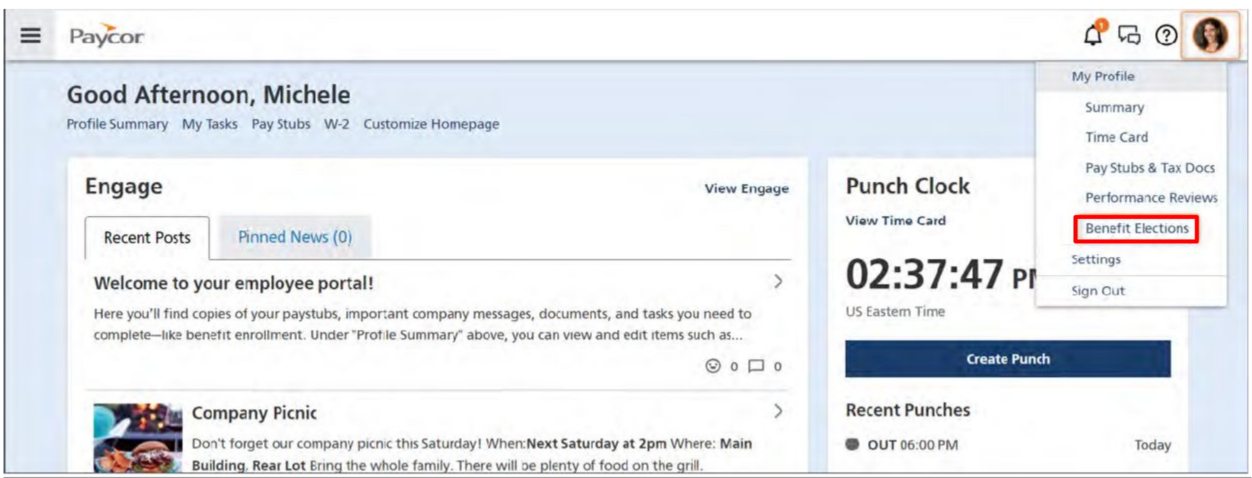


Accessing My Benefits Online Portal

Login to Paycor. In the upper right of all Paycor screens, click the circle Profile Menu.

Note: This menu shows the employee's photo if one has been uploaded.

Select Benefit Elections.



From the Benefits Home screen, you can:

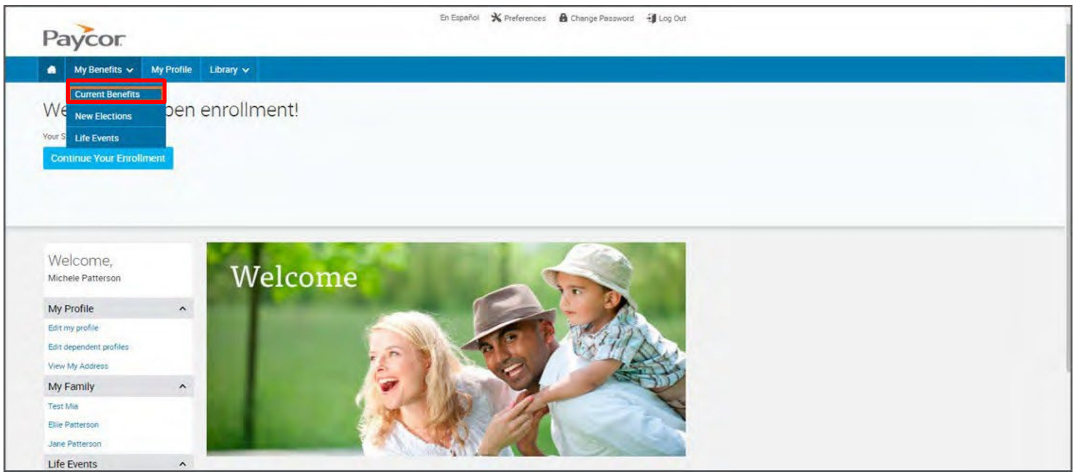
View your benefits; get information on the plans you're enrolled in; find carrier information; process a life event change that allows you to update your benefits, such as:

- Marriage: add a spouse
- Birth/Adoption of a child: add a new child
- Divorce: remove a former spouse
- Loss of coverage through a spouse's plan: allows you to add benefits
- View demographic information on file. This includes name, address, phone numbers and email addresses.

Notes: Demographic changes must be made in the Paycor system. Any data changes made there flow to the Benefits system overnight.

Viewing Current Benefits

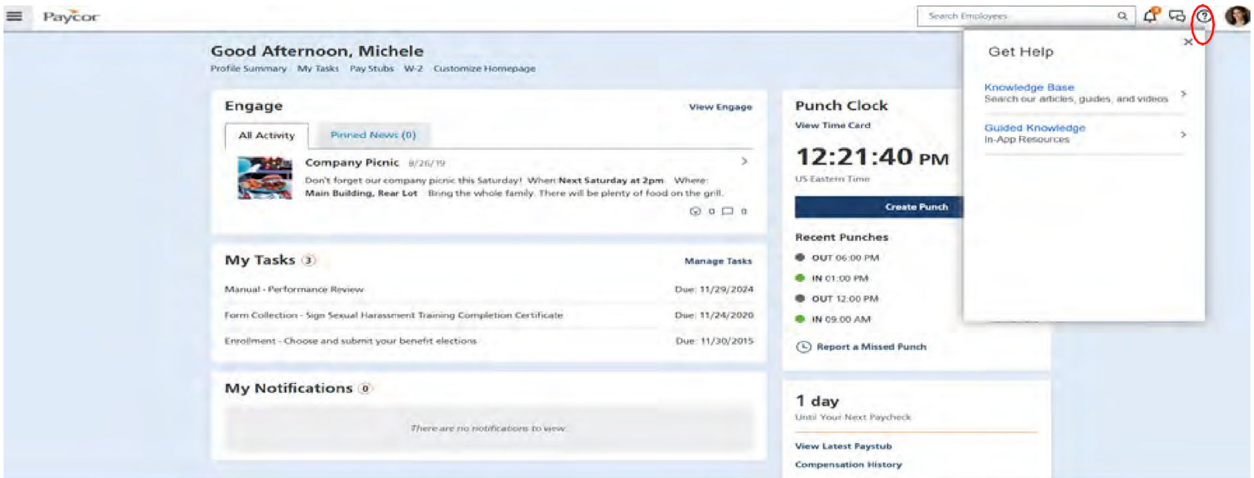
You can view your current benefit information by selecting Current Benefits when hovering over the My Benefits menu.



This takes you to a summary confirmation screen that shows all benefits you are enrolled in, pending enrollments, as well as who is covered and the cost. The per pay costs reflected on the page depend on whether or not the "Include pending costs" is selected and if there are benefits in a pended state.

Additional Training Resources

Additional Training Resources


Paycor
Search Employees
Good Afternoon, Michele
Profile Summary My Tasks Pay Stubs W-2 Customize Homepage
Engage
View Engage
All Activity
Pinned News (0)
Company Picnic
Don't forget our company picnic this Saturday! When Next Saturday at 2pm Where: Main Building, Rear Lot Bring the whole family. There will be plenty of food on the grill.
My Tasks
Manage Tasks
Manual - Performance Review
Due: 11/29/2024
Form Collection - Sign Sexual Harassment Training Completion Certificate
Due: 11/24/2020
Enrollment - Choose and submit your benefit elections
Due: 11/30/2015
My Notifications
There are no notifications to view
Punch Clock
View Time Card
12:21:40 PM
US Eastern Time
Create Punch
Recent Punches
OUT 06:00 PM
IN 01:00 PM
OUT 12:00 PM
IN 09:00 AM
Report a Missed Punch
1 day
Until Your Next Paycheck
View Latest Paystub
Compensation History
Get Help
Knowledge Base
Search our articles, guides, and videos
Guided Knowledge
In-App Resources


Paycor
Looking for the Paycor Support Center? Click Here
How can we help you?
Search our articles, guides and videos to get the knowledge and support you need.
Start Typing your question...
Browse our Knowledge Base
Help for Administrators
Browse Topic
Help for Managers
Browse Topic
Help for Employees
Browse Topic