

**University Laboratory School:
A Hawai'i Public Charter School**

Payroll Procedure

(Governing Board Approved 5/16/17)

1. The University Laboratory School will contract with a reputable, bonded, and insured payroll contractor, approved by the Hawaii Charter School Commission to prepare payroll checks, tax and retirement withholdings, tax statements and to perform other payroll support functions.
2. Pay Periods will run from the 1st-15th and 16th-the last day of the month. Pay dates will be on the 5th and 20th of every month. If the 5th or the 20th shall fall on a weekend or holiday, the pay date will occur on the last business day prior to the 5th or the 20th.
3. The Business Manager will review or assign someone to review each payroll statement to ensure that (1) payroll is consistent with contracted salaries and timesheets, and (2) the proper tax, retirement, disability, and all other deductions are correct and forwarded to the appropriate authority.
4. Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including, but not limited to, USCIS I-9 employment eligibility verification, W-4 (federal) and HW-4 (State) tax withholding form and Personnel Notification Forms (PNF).