

Halo Med Spa - Payroll Policy

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PAYROLL DEDUCTIONS

All employees are subject to the following mandatory paycheck deductions:

- Federal and State Income Taxes
- Social Security (FICA) Taxes
- Court ordered child support and spousal maintenance payments
- Health, Eye or Dental deductions

Other payroll deductions may be done with approval of the Manager and employee (e.g., payment advances, education, payroll discrepancy garnishment, etc.).

PAYROLL CORRECTIONS

Any time a question arises regarding an employee's amount of pay, incorrect amounts, tax questions, etc., the employee should contact the Manager only after they fill out a payroll discrepancy form found at HaloMedSpaABQ.com/forms or inside Halo.university. If an error occurred and was a fault of the company, a new check will be issued on the following paycheck. If the employee owes money to the company due to an over payment for commissions, the next paycheck will have the necessary garnishment to fix the over payment. If the overpayment amount due back to the company is more than the next paycheck the employee is receiving, the employee can choose to pay back the amount in (2) **paycheck garnishments** or he/she can write a personal check within 5 days of the payroll discrepancy to cover the amount due to the company. A manager will sign off on a payback agreement if both parties agree.

TIMEKEEPING AND PAYROLL - Hourly

Some employees are paid wages based on hours worked. These hours are to be recorded on our timekeeping software. Sign in before your shift and sign out at the end for shift. The Manager must approve all hours worked and hours paid but not worked (e.g., vacations, holidays, etc.). Time Off form must be filled out with management approval. Employees must accurately record all hours in order to receive their paycheck bi-monthly. Employees are not to complete a time record for other employees. Falsification of time records is grounds for immediate termination. No employee can leave early without management approval. If you forget to clock out, it is your responsibility to fix your hours in the timekeeping software in order to be compensated for your hours worked.

Payroll Payout

Payroll is always one week behind

Payroll pay period is twice monthly

Payroll checks are ACH/Direct Deposit

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Bonus/Tips/Commission

Bonus checks for the previous payday are paid out on the next pay period.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____