

# **Payroll Standard Operating Procedure**

[company logo]

#### NWA Corp.

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Department : HR

Approved By : Melissa Stone

#### Purpose

To guide the HR employees for using the Paycor system in processing the monthly payroll for all employees.

#### Scope

This procedure is intended for all employees in the HR, payroll, accounting, and other departments of the company.

#### Definition

Paycheck: is a check that is given to an employee for the services rendered.

Timesheets: is a sheet that contains all of the working hours spent by the employee during a pay period.

#### Responsibility

#### HR Manager

Responsible for managing the employee's pay such as increasing salaries, bonuses, incentives, sick and vacation leave credits, and others.

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