



Payroll Standard Operating Procedure

[company logo]

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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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