

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 4.1.5 **PAGE: 1 OF 1**
SUBJECT: PAYROLL QUESTIONS, CORRECTIONS & DEDUCTIONS
DEPARTMENTS AFFECTED: ALL **APPROVED BY:**
ISSUED: 4-20-91 **REVISIED: 7/24/98** **EFFECTIVE DATE: 8-2-91**

PURPOSE: This policy will be followed when employees have questions concerning their paychecks and when adjustments are required to be made in their pay.

POLICY/PROCEDURE:

By law, Marklund is required to withhold Federal, State and Social Security taxes from your earnings. You may authorize further deductions for insurance, tax deferred annuity, pension plan, charities, etc., through Human Resources where you will fill out the necessary forms.

Inquiry sheets are to be completed for any questions about your paycheck. Ask you supervisor for Inquiry sheets. They are to be sent via courier to the Payroll Coordinator.

When payroll errors have been identified the Human Resources Payroll Coordinator will prepare a payroll adjustment to be signed by the department manager.

Any payroll errors resulting in underpayment or overpayment to an employee will be corrected retroactively to the effective date of error. Should an employee be paid in excess, reasonable arrangements will be made to recover the overpayment over a period of time. Any payments due the employee will be paid in a lump sum with adjusted taxing methods if appropriate.