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**VistaIFS Payroll Policy — Baseline Template**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_

## 1. Purpose & Scope

This Payroll Policy establishes how the Company compensates employees, records time, processes payroll, and maintains compliance with applicable federal, state, and local laws. This policy applies to all employees and pay types unless otherwise stated in writing.

## 2. Pay Schedule & Calendar

• Frequency: Weekly / Biweekly / Semi‑monthly / Monthly (select one).

• Pay period: From \_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_.

• Pay date(s): \_\_\_\_\_\_\_\_\_\_ (or the first business day after if a bank holiday).

• Approval cut‑off: Managers submit final, approved hours and changes by \_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (day), at least 2 business days before pay date.

• Payroll review: Vista IFS sends payroll preview; the Company must approve by the cut‑off.

## 3. Employee Classification

Employees are classified as Exempt or Non‑exempt and as Full‑time, Part‑time, or Temporary, per applicable law and job duties. Independent contractors (1099) are not employees and are paid via Accounts Payable under a separate process.

## 4. Timekeeping

• Non‑exempt employees must record all hours worked daily using: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (system).

• Overtime, on‑call, and shift differentials must be pre‑approved by a manager.

• Meal and rest periods are recorded per law and Company procedure.

• Any missed punches or corrections must be reported by the next business day.

## 5. Overtime & Premium Pay

Overtime and other premium pay will be calculated and paid in accordance with applicable federal, state, and local laws. The Company will publish any state‑specific rules in an addendum (e.g., daily overtime or seventh‑day premiums where required).

## 6. Direct Deposit & Pay Methods

The Company uses direct deposit as the default method. Employees may request paper checks where allowed. Bank account changes must be submitted at least 5 business days before pay date.

## 7. Deductions & Contributions

The Company will withhold required taxes and lawful deductions (e.g., court‑ordered garnishments) and, where applicable, voluntary deductions such as benefits and retirement contributions, based on employee elections and legal orders.

## 8. New Hires, Status Changes & Terminations

• New hires must submit required onboarding forms (e.g., W‑4, direct deposit authorization) no later than their first day.

• Any changes to rate, status, or deductions should be submitted before the approval cut‑off to take effect in the upcoming pay run.

• Terminations and final pay will be processed per applicable state law and Company procedure.

## 9. Payroll Corrections & Disputes

Employees should report suspected payroll errors to HR/Payroll within 3 business days of receiving a pay statement. The Company will investigate promptly and correct any underpayment as required.

## 10. Recordkeeping & Confidentiality

Payroll records will be retained in accordance with applicable law and Company retention schedules. Access to payroll information is restricted to authorized personnel with a business need.

## 11. Roles & Responsibilities

• Company: Defines payroll policy and approvals; provides complete and timely information; funds payroll and taxes; remains employer of record.

• Vista IFS: Configures and processes payroll within the platform; initiates filings and payments where supported; maintains system reports and reconciliations; provides monthly financials.

• Employees/Managers: Accurately record time; submit/approve time by cut‑off; report changes and corrections promptly.

## 12. Policy Changes

The Company may update this policy to reflect changes in law or business operations. Notice will be provided to employees as required.

## Appendix A — Payroll Calendar Template

| Period Start | Period End | Approval Cut‑off | Pay Date | Notes |
| --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  |
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Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_