

## Payroll Requirements

Questions may be directed to Jennifer Vinson  
(336) 531-0025 or [payroll@mcsp.org](mailto:payroll@mcsp.org)

- The Church needs to have complete and accurate information on all employees
- New Hire/Rehires must have all paperwork properly completed and submitted to the Provincial Financial Office Payroll Department prior to starting work.
- All employees are required to complete the Job Application, employee information sheet, I-9 (with the ID section properly completed and the required supporting documents attached), employer must complete Section 2 of page 2, W4, NC4 and Direct Deposit Enrollment Form.
- Employees under the age of 18 must have a workers permit.
- Pay Periods will start the 21<sup>st</sup> of each month and end on the 20<sup>th</sup> of the following month.
- Payroll checks will be dated no later than the 28<sup>th</sup> of each month. If the 28<sup>th</sup> of the month falls on a weekend (Saturday or Sunday) payroll checks will be dated the Friday before the 28<sup>th</sup>.
- Termination forms must be completed and submitted to the Provincial Financial Office Payroll Department for all employees who leave our employment. Termination Forms must be submitted to the Provincial Financial Office Payroll Department within 3 days of the employee's termination. This is especially critical if the employee has insurance through the Province. There are legal time guidelines concerning distribution of COBRA information to terminated employees.

Making notes on the payroll voucher notifying the Payroll Department of a terminated employee is not sufficient. Verbal notification also is not sufficient.

- **Payroll vouchers are due in the Provincial Financial Office Payroll Department no later than the 21<sup>st</sup> of every month or sooner.** If the 21<sup>st</sup> of the month falls on a weekend (Saturday or Sunday), the voucher and check are due by the ***Friday*** before the 21<sup>st</sup>.

Email Payroll Vouchers to [payroll@mcsp.org](mailto:payroll@mcsp.org)

**Please mail the payroll check early enough in the month so that it is received by the 22<sup>nd</sup> of the month.**

- Separate checks are required for payroll and insurance payments. Insurance invoices have already been paid by the time the checks are received, which requires us to deposit the insurance payments immediately upon receipt.  
When submitting checks to cover the insurance, please also include the payment stub from the bottom portion of the invoice. This stub is required to properly apply the payment.
- Payroll Processing Fees:  
\$25.00 for each new hire (All Churches Agencies & schools)  
Preschool staff \$6.25 for each employee on staff