

SOP Subject	Job Classification and Payroll	Authorized By	Ken Fong
Category	Human Resources	Status	Draft
Version	1.0	Effective Date	
Date Prepared	January 29, 2007		

Introduction	
Purpose	Provide standard policies relating to ResQSoft job functions, titles and positions.
Personnel Concerned	All ResQSoft employees
Directives Cancelled	None
Distribution	Email and SharePoint
Originator	ResQSoft Office of Human Resources

Revision History	
1.0	

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1.0 Standard Operating Procedure Summary: Job Classification and Payroll

- ResQSoft has established and maintains a consistent job description and position title for each functional position that sets forth the broad job function, duties and other requirements.
- ResQSoft policy is to compensate staff in a manner that is fair and competitive with other employers.
- Proper withholding and payment of taxes by employees is the responsibility of the paymet recipient, including provision of information on withholding exemptions as applicable.

2.0 Standard Procedures

2.1 General Job Classification

Human Resources shall establish and maintain a job description for each position title that is designated in ResQSoft's work force. Each job description shall describe the broad function of the job, duties and responsibilities and minimum knowledge, skills, abilities and experience required for placement in the job.

Employment with ResQSoft must be in a position title that is enumerated in the current list of position titles. No person will be employed under a position title that does not appear on the current list of positions unless an exception has been specifically approved by the ResQSoft Management Team.

2.2 Salary Schedule

It is ResQSoft policy to maintain a salary schedule that applies to all positions and that reflects reasonable and equitable pay for work performed. Adequate consideration will be given to the duties, responsibilities, skills, knowledge, abilities, education and experience required for the position, as well as the availability of applicants for the position.

ResQSoft will endeavor to provide compensation that is competitive with other employers. Compensation policies shall be reconciled with budgetary constraints, the financial status of the company and the requirements of the Fair Labor Standards Act.

When funding levels permit, periodic salary advancements shall be based on satisfactory performance, or merit, in the position.

2.3 Payroll Policies and Procedures

Unless otherwise notified by Human Resources or Finance, payroll (payment of wages to employees) is made on the 7th and 22nd day of each month. In some situations, the timing of payments may vary slightly due to software constraints, holidays and weekends, and the payroll contractor's payment rules. Payroll payment is made by direct deposit or, in the case of payments to consultants and subcontractors, by paper check or by wire transfer. In the case of wire transfers, the recipient will be responsible for the wire transfer initiation fee (currently \$13 from Burke & Herbert Bank and Trust), in consideration of the faster payment compared to issuance of a paper check. These consultant payments are not considered "payroll" as that term is used herein, however.



A paystub is available electronically upon request; this is a statement showing current gross and net earnings, itemized deductions and year-to-date earnings and deductions. Other deductions may include:

1. Group health and life insurance premiums
2. Salary annuity approved under the Internal Revenue Code
3. Retirement plan contributions

3.0 Questions and Comments Relating to Job Classification and Payroll

Any questions or comments relating to this SOP should be directed to the employee's or consultant's immediate supervisor. Any deviations from policy must be requested and approved in writing by the [ResQSoft PMO](#).

PMO Use Only

Status	Active SOP
Next Action	Quarterly Progress Review
Next Action Date	April 1, 2007

