

# THEATRES PAYROLL PROCEDURES

## ONBOARDING PROCESS

- Send email notifying Sharon who has been invited to complete Paycor paperwork.
  - Please include pay rates to notify her whether it is an employee serving alcohol or above minimum wage.
- Sharon reviews it and finishes onboarding for each new hire.
- Sharon will notify the theatre when she has completed the process.
- At this time, the employee can start work.
- Please copy OPS & HR on all communication.

## STATUS CHANGES

- All status changes should be sent to Sharon the day it occurs.
- This would include: rate changes, address change, garnishments, terms, & etc.
- Please copy Ops & HR on all communication.

## PAYROLL

- Managers submit verifications by noon on Friday after payroll ends.
- Sharon will export to RTS and provides Scott a copy by Monday @ 4 p.m.
- Scott will review and passes it on to Chance for approval.
- Chance / Scott will return to Sharon.
- Sharon will process payroll by Wednesday at 3 p.m.
- Please copy OPS & HR on all communication.

## BENEFITS & HUMAN RESOURCES

- Any occurrence that involves HR & Benefit related items should be sent directly to Human Resources & Ops.
- Please copy OPS on all communication.