Payroll Submission – Manager Guide

WhiteWater Express created this SOP to outline the steps and resources Managers must use to accurately submit payroll, locate necessary documents, and comply with submission deadlines. Additionally, accurate payroll submission helps the company remain compliant with local, state, and federal regulations and tax laws, reducing the risk of penalties or legal issues.

Payroll Responsibilities

General Managers and Area Directors are responsible for ensuring that payroll is submitted accurately and on time each pay period. In the absence of the General Manager and Area Director, the Store Manager is responsible for submitting payroll to ensure no delays or disruptions in payroll processing.

- *Timekeeping Accuracy:*
  - Daily Review: Managers must review employee time entries *daily* to ensure accuracy.
  - Missed Punches: Any missed punches must be corrected **within 24 hours** to avoid payroll discrepancies.
  - Department Codes: All team members must clock in and out using the correct department code.
  - Timely Adjustments: Submit any time corrections or adjustments promptly to guarantee accurate pay.
- *PTO (Paid Time Off)*:
  - All PTO requests in ADP Workforce Now should be approved as soon as possible, and no later than the payroll submission deadline.
- *Mileage Reimbursements:* Submit all mileage reimbursement requests to the Payroll Team by the payroll deadline to ensure timely processing.
  - Biweekly Mileage applies to travel between WhiteWater locations and is reimbursed biweekly.
  - Monthly Mileage requires manager approval by the payroll deadline to be included in the corresponding pay cycle.
- *Submit Payroll:*
  - Payroll must be submitted at the end of each pay period. All information should be thoroughly reviewed and verified for accuracy before submission.

Where to Find Payroll Resources

All payroll-related tools and documents are available on the [Company Intranet](#) under the Payroll page. Resources include:

- Payroll Submission Forms: For reporting all payroll details within the pay period.
- Payroll Calendar: Lists payroll due dates and pay periods.

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- Bonus Programs by Market: Details the bonus structures specific to each market location.
- Educational Resources: Includes helpful tools and FAQs to support understanding and accuracy in bonus calculations and other payroll-related tasks.

Payroll Deadlines

- Payroll Submission Due Date:
    - Payroll must be submitted **every other Thursday by 8:00 AM CST**, which is the day after the pay period ends.
- If payroll cannot be submitted by the deadline due to a technical issue or circumstances beyond your control, you must notify the Payroll Team immediately by emailing payroll@whitewatercw.com.

If you have any questions, please reach out to your payroll team at payroll@whitewatercw.com.

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