

GOODWILL OF COLORADO

Payroll Policies & Procedures

1. Time Keeping

- A. Discuss your time keeping method with your supervisor.
- B. Overtime occurs after you **physically** work over 40 hours in a workweek OR over 12 hours in a workday. Paid time off (i.e. holiday and vacation) is **not** time worked for overtime purposes.
- C. All time worked must be paid. Do not work off the clock, and do not clock out before you are done working. You must be clocked out during your meal break.

2. Pay Statements Copies, Employment Verifications, ETC.

- A. Payroll and Human Resources require **24-48 hours' notice** to fulfill any requests for pay history, employment verifications, or similar requests.
- B. Employment and/or Income Verifications:
 - If you have a **verification form** that need to be filled out by a Human Resource professional, please email the form along with a **signed** authorization note (if not already included in the form itself) permitting this information to be released to HRHelpdesk@goodwillcolorado.org.
 - For any other type of verification request, visit <https://www.verificationmanager.com>.
- C. Be prepared to show a photo ID when picking anything up from Human Resources and Payroll.

3. Paperless Pay Statements & Electronic W-2

- A. Sign up for Paperless Pay Statements by logging into UltiPro (<https://N23.UltiPro.com>).
 - Go to 'Menu' on the left side of the screen, 'Myself', 'Pay', under 'Things I Can Do' on the right side of the screen, select 'Change Pay Statement Preference'.
- B. Sign-up for Electronic W-2 by logging into UltiPro (<https://N23.UltiPro.com>).
 - Go to 'Menu' on the left side of the screen, 'Myself', 'Pay', under 'Things I Can Do' on the right side of the screen, select 'Change W-2 Consent Form'.

4. Name & Address Update

- A. For taxes, communication, and emergency purposes it is crucial that you keep your name, address, phone number, and emergency contacts up-to-date.
 - You can update this information by logging into UltiPro (<https://N23.UltiPro.com>), go to 'Menu' on the left side of the screen, 'Myself', 'Personal', 'Name, Address, and Telephone', under 'Things I Can Do' on the right side of the screen, select 'Change Name, Address, or Telephone'.
- B. Please keep your contact information updated even after leaving Goodwill (you will still have access to UltiPro, and we will need to know where to send your tax forms via US Mail).

5. Preferred Pay Methods

- A. **Direct Deposit** - to your checking, savings, or money market accounts. **You MUST bring a voided check or a verification from your bank on your first day.** If this is not provided you will be issued a Rapid Pay card.
- B. The **Rapid Pay Card** is a Master Card debit card provided by Goodwill for Direct Deposit of your paycheck. Speak with your Manager or Payroll regarding this option.
- C. **DailyPay** - Gives employees access to their earned pay before the traditional, scheduled pay day. **You must have direct deposit to use DailyPay.**

If you have any questions or concerns, please contact HRHelpdesk@goodwillcolorado.org.
For Payroll related questions, please contact Payroll@goodwillcolorado.org

**GOODWILL OF COLORADO
PAY DATE SCHEDULE - 2024**

PAY PERIOD START	PAY PERIOD END	PAYDAY	PAY NUMBER	INSURANCE EXPENSED	
December 24, 2023	January 6, 2024	January 12, 2024	1	January-24	
January 7, 2024	January 20, 2024	January 26, 2024	2		
January 21, 2024	February 3, 2024	February 9, 2024	3	February-24	
February 4, 2024	February 17, 2024	February 23, 2024	4		
February 18, 2024	March 2, 2024	March 8, 2024	5	March-24	
March 3, 2024	March 16, 2024	March 22, 2024	6		
March 17, 2024	March 30, 2024	April 5, 2024	7	April-24	
March 31, 2024	April 13, 2024	April 19, 2024	8		
April 14, 2024	April 27, 2024	May 3, 2024	9	May-24	
April 28, 2024	May 11, 2024	May 17, 2024	10		
May 12, 2024	May 25, 2024	May 31, 2024	11		
May 26, 2024	June 8, 2024	June 14, 2024	12	June-24	
June 9, 2024	June 22, 2024	June 28, 2024	13		
June 23, 2024	July 6, 2024	July 12, 2024	14	July-24	
July 7, 2024	July 20, 2024	July 26, 2024	15		
July 21, 2024	August 3, 2024	August 9, 2024	16	August-24	
August 4, 2024	August 17, 2024	August 23, 2024	17		
August 18, 2024	August 31, 2024	September 6, 2024	18	September-24	Labor day on Monday
September 1, 2024	September 14, 2024	September 20, 2024	19		
September 15, 2024	September 28, 2024	October 4, 2024	20	October-24	
September 29, 2024	October 12, 2024	October 18, 2024	21		
October 13, 2024	October 26, 2024	November 1, 2024	22	November-24	
October 27, 2024	November 9, 2024	November 15, 2024	23		
November 10, 2024	November 23, 2024	November 29, 2024	24		
November 24, 2024	December 7, 2024	December 13, 2024	25	December-24	
December 8, 2024	December 21, 2024	December 27, 2024	26		
Holiday during payroll week: SHORTER DEADLINES IN EFFECT					