

Setting Up & Running Payroll with CultureTrust: A One-Sheet

CultureTrusts want to make payroll a smooth and pain-free process for you and your employees. With that, here are some commonly asked questions (and the resulting procedures) around processing payroll with CultureTrust.

Who needs to be a W2 employee?

The Project Director of your project, as well as anyone who is being paid regularly by your project (even if it's not every month) who works as staff (receives supervision and provides support integral to the project's mission).

How do you get added to payroll?

1. Talk to your Community Director during one of your touchbases about your interest in payroll.
2. Draft and send an offer letter to your new employee that includes:
 - Hourly or annual rate of pay
 - Start Date
 - Job Title
 - Any other relevant information about the position

There is a Hire/Offer Letter Template available on the Toolkit.

3. Once they sign it, send it to your Community Director to review and get signed by CultureTrust.
4. This will allow us to send the employee their hiring paperwork via Airslate, an encrypted online platform. This paperwork includes:
 - IRS Form I-9
 - IRS Form W-4
 - Photocopies of two forms of identification (or one Passport)
 - Employee New Hire Form
 - Direct Deposit Enrollment Form

All of these forms can be reviewed under the New Hire section of the Toolkit.

5. Any forms that require your signature or information as Project Director will be sent to you via Airslate as soon as the employee has finished. Once you have finished, the



paperwork will return to CultureTrust and we can add their info to payroll.

How do I submit payroll?

1. Every month, you'll receive a reminder email from our finance team, letting you know the absolute latest day and time that you can submit your payroll.
2. Grab the CTGP Payroll Timesheet on the Toolkit and, after filling it out your/your employees' hours, submit a new Payroll-type Expense Request to the Portal and attach the completed form as a Supporting Document.

What if I miss the payroll deadline for this month, but still want to be paid?

Great news! You can! As long as you submit your payroll via the Portal as a rush request by 8AM on the Monday after the payroll deadline, your payroll will be processed!*

**Please note that you will be incurring rush fees alongside the ordinary payroll processing fees for processing a payroll out of cycle.*

What if I miss the second payroll deadline too?

You will need to wait until the next month to be able to receive funds. Running payroll is a costly and labor-intensive process for our finance team, and as such, we can only run one additional emergency payroll every month.