

## MinistryWorks Payroll Expectations for Client

### ➤ Submission Deadline

- Payroll must be submitted to MinistryWorks no later than 1:00 p.m. Eastern time on the input date.
- Any submissions made after this time will be subject to a \$25.00 late fee.

### ➤ Submitting New employees for Payroll

- If MinistryWorks will be entering new employees into the system on your behalf, we require 10 business days before your input date.
- Employee new hire form can be found [here](#) at <https://www.ministryworks.com/training/>

### ➤ Current Employee Updates

- We require 2-3 business days before your input date for payroll changes.
  - These include changes to wages, deductions, direct deposit and/or taxes.
- Employee change forms can be found at <https://www.ministryworks.com/training/>
- We will contact you by phone to verify the change of any bank account prior to making the change.

### ➤ Check Payroll Reports on Input Date

- We expect you to verify your payroll reports by 2:00 p.m. Eastern time or earlier and notify us of any changes that need to be made.
- If received after 2:00 p.m. Eastern time, a \$30 payroll correction fee may be incurred.

### ➤ Services Not Included

- Third party payments  
Examples: Payments for pension plans, health insurance, life insurance, child support, etc.
- Personal tax filings for employees and independent contractors
- State specific sick leave reporting
- In the state of Washington, L&I reporting