



# YES FOR EARLY SUCCESS COOPERATIVE

## Time and Effort Payroll Policy

### Policy Number: TE-001

#### PURPOSE

This policy establishes guidelines for tracking, recording, and processing time and effort for payroll at YES For Early Success Cooperative. The policy ensures that all staff are fairly compensated for their work, which often occurs outside traditional working hours to accommodate the needs of the marginalized communities and families we serve. Our payroll practices align with the principles of Liberatory Design, emphasizing equity, inclusion, and accountability.

#### VISION

At YES For Early Success Cooperative, our vision is to ensure equitable access to high-quality early learning and support services. This includes ensuring that staff are compensated fairly and timely for their contributions to the success of the communities we serve, even when working non-traditional hours.

#### MISSION

Our mission is to partner with early childhood education programs to ensure that every child and family is supported by culturally responsive and high-quality services. To fulfill this mission, our staff works flexible hours to meet the needs of families and programs, and this policy ensures that time and effort are properly tracked and compensated.

#### CORE PRINCIPLES OF LIBERATORY DESIGN

- **Equity:** The time and effort payroll process must prioritize equitable compensation practices for all staff, ensuring that work outside traditional hours is recognized and properly compensated.
- **Inclusion:** Staff input is integral to how we schedule and record time worked, ensuring that their needs and work conditions are taken into account.
- **Accountability:** Clear, documented processes for timekeeping and payroll must be in place to ensure transparency and accuracy in compensation.

#### SCOPE

This policy applies to all staff employed by YES For Early Success Cooperative, including full-time, part-time, and contract employees. It covers all aspects of time tracking, submission, and payroll processing.

#### ROLES AND RESPONSIBILITIES

- **Chief Operating Officer (COO):**

David McElroy II (coo@yesforearlysucces.org)

Oversees the Clockify system and submits payroll to ADP for bimonthly payments on the 15th and 31st of each month. Works closely with the CFO and HR to ensure accurate payroll processing.

- **Chief Operating Officer (COO):**

Dujuanya Lasenby (cfo@yesforearlysucces.org)

Responsible for overseeing Clockify records and ensuring that payroll is accurate. The CFO also works with HR to manage staff benefits.



# YES FOR EARLY SUCCESS COOPERATIVE

## Time and Effort Payroll Policy

### Policy Number: TE-001

- **Office Coordinator:**

Porsha Robinson (office@yesforearlysucces.org)

Responsible for overseeing onsite sign-in/out sheets and ensuring that office staff's time is accurately recorded.

- **Bookkeeper:**

Debbie Dansby (bk@yesforearlysucces.org)

Supports payroll by ensuring all financial records are accurate and reflect proper allocations for payroll purposes.

- **Regional Directors:**

Each Regional Director checks in with the COO to report their time and the time worked by Family Support staff under their supervision. Time is tracked via Clockify and work calendars.

- **Family Support Staff:**

Family Support staff check in with their respective Regional Directors to report time worked. Their hours are tracked using Clockify and work schedules.

- **HR:**

Gabrielle McElroy (hr@yesforearlysucces.org)

Oversees staff benefits, assists with payroll compliance, and ensures adherence to legal requirements related to payroll and employee compensation.

## TIME AND EFFORT TRACKING

### 1. NON-TRADITIONAL WORK HOURS

Given that YES For Early Success Cooperative works with marginalized communities, staff frequently work non-traditional hours to meet the needs of families and programs. This includes evenings, weekends, and flexible workdays. Staff are expected to accurately record all hours worked to ensure they are fairly compensated.

### 2. TRACKING METHODS

- **Clockify:** All staff members are required to log their time through Clockify for proper tracking. The system is overseen by the COO and CFO.
- **Work Calendars and Schedules:** In addition to Clockify, staff may track their hours via work calendars and schedules, which are used to cross-check timesheets and ensure accuracy.
- **Onsite Sign-In/Out:** Office staff must sign in and out using onsite tracking systems (i.e., calendars or sign-in sheets). The Office Coordinator is responsible for ensuring these records are up to date.

### 3. REGIONAL DIRECTORS AND FAMILY SUPPORT STAFF

Family Support staff check in with their respective Regional Directors, who in turn report to the COO. Hours worked by Family Support staff are recorded in Clockify and reviewed by Regional Directors before submission to the COO.



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## PAYROLL SUBMISSION AND PROCESSING

### 1. ADP PAYROLL SYSTEM

Payroll is processed through the ADP system. The COO submits payroll to ADP for processing on the 15th and 31st of each month. All staff will be compensated bi-monthly for hours logged and verified.

### 2. APPROVAL PROCESS

- The Office Coordinator, Bookkeeper, and CFO review all timesheets and Clockify records before payroll submission.
- Any discrepancies or missing information must be resolved prior to submission for payroll processing.

### 3. BIMONTHLY PAYROLL

- Pay Dates: Staff are paid on the 15th and 31st of each month. If these dates fall on a weekend or holiday, payroll will be processed on the nearest business day.
- Review and Verification: Before payroll is processed, the CFO and COO ensure that all time and effort records are accurate, allowable, and aligned with work schedules and program needs.

## STAFF BENEFITS AND COMPLIANCE

The CFO and HR are responsible for managing staff benefits, including ensuring that payroll aligns with all applicable laws and organizational policies. This includes compliance with overtime rules, leave policies, and other legal requirements.

## LIBERATORY DESIGN IN PRACTICE

- **Flexible Scheduling:** Staff schedules are designed to reflect the needs of the communities we serve, allowing for non-traditional hours and flexible work conditions. This approach ensures that our staff have the freedom to meet the unique needs of families while being fairly compensated.
- **Equitable Compensation:** Time and effort tracking ensures that all work is accounted for and compensated fairly, supporting our commitment to equity in financial practices.
- **Inclusive Oversight:** Staff are encouraged to provide feedback on the time tracking and payroll process to ensure it reflects their work realities, and adjustments will be made as needed to accommodate evolving program and staff needs.

## CONCLUSION

The YES For Early Success Cooperative Time and Effort Payroll Policy ensures that all staff are fairly compensated for their work, particularly as they support marginalized communities through non-traditional work hours. By using Clockify, work calendars, and transparent payroll processes, we ensure that payroll practices align with our mission and Liberatory Design principles.