



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

We here at CultureTrust 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).

How do you sign up for payroll?

1. Talk to your Community Director during one of your touch-bases about your interest in payroll.
2. Gather your/your potential new employee's information via the following forms:
 - IRS Form I-9 (please be sure to fill out page 2 of the I-9 as well).
 - IRS Form W-4.
 - Photocopies of two forms of identification (or one Passport).
 - Employee New Hire Form.
 - Direct Deposit Enrollment Form (optional).

(All of these forms can be found under the New Hire section of the Toolkit.)

3. Return these completed forms to your Community Director.
4. Pick a fixed hourly rate for you/your employee(s) and stick with it!
 - If you are trying to be paid a certain amount each month, enter the amount of hours that, multiplied by your hourly rate, will reach that total.

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 Reporting Form" on the CultureTrust 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!*

If you submit by 8AM on Monday, funds will be available by Thursday as a direct deposit if you've set one up, or will be mailed out as a check.

**Please note that you will be incurring a \$50 rush fee 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.