

**HACKETTSTOWN COMMUNITY HOSPITAL**  
**Administrative Policy and Procedure**

**SECTION: HUMAN RESOURCES**

**Number: HR31**  
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**TITLE: PAYROLL INSERTS**

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**PURPOSE**

To provide a procedure for efficient handling of information to be included with employee paychecks.

**POLICY**

It is the policy of Hackettstown Community Hospital to utilize paycheck distribution as a method for communicating important information to employees.

1. The Payroll office is responsible for distribution of payroll checks.
2. Requests for additional information to be distributed with the payroll checks must receive approval from the Human Resources Department.
3. All information to be distributed with the payroll checks should be completed and delivered to the Payroll office by 5:00 p.m. on Tuesday of payroll week.