

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employment Policy
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Subject: PAYROLL AND REPORTING

1. **GENERAL:** Allegan County observes a bi-weekly payroll period, with each pay week starting on Monday and ending on Sunday. Information regarding your address, deductions, tax exemptions, etc., is maintained by the Human Resources Department. Employee hours of work or paid time off are reported on designated timesheets or exception sheets and paychecks are processed by the Budget and Finance Department and distributed by the Allegan County Treasurer.

2. **EMPLOYEE INFORMATION:** Employees are responsible to ensure that accurate information is contained within their personnel file for purposes of payroll, government report and benefits records. Any changes or updates can be made by contacting the Human Resources Department or by completing the necessary forms and submitting them to the Human Resources Department (for example tax exemption forms). Changes to benefits or qualified dependents must be made within thirty (30) days of the qualifying event. Changes that will affect your payroll or deductions must be received in the Human Resources Department no later than the Wednesday prior to the pay period end date to be effective on that pay period.

3. **DIRECT DEPOSIT:** Allegan County encourages all employees to participate in direct deposit of their bi-weekly payroll. Employees can elect up to six accounts for deposit of funds or automated payments, however when participating in direct deposit then Allegan County requires one hundred percent (100%) of the earnings be deposited. Information and forms can be obtained in the Human Resources Department.

4. **REPORTING HOURS OR PAID TIME OFF:** All employees are required to submit a form for purposes of accurate reporting of either work hours (timesheets) or paid time off (exception sheets) for payroll processing. Supervisors will inform employees of the correct forms and a supply of forms is available in each department. Timesheets or exception sheets are due to the designated staff member in each department on the Monday morning of each pay week for processing.

Fraudulent reporting of work hours, exemptions or time off will subject an employee to discipline up to and including termination and potential legal penalties. Supervisory approval for hours or exceptions entered into the payroll system is required prior to the Budget and Finance Department processing of the payroll.