



FINANCE DEPARTMENT BUDGET REQUEST

May 11, 2021

Finance - Payroll Responsibilities

- ✓ Garnishments
- ✓ Child Support Payments
- ✓ Tax Levies
- ✓ Employee Pay Corrections
- ✓ Vendor Deduction Payments
- ✓ End of Service Payouts
(Pension Lump Sum, Vacation,
etc.)
- ✓ W2/1099 Processing
- ✓ Data Entry for Deductions &
Payouts
- ✓ Filing State & Federal Tax Returns
- ✓ Journal Entries for Payroll
Processing
- ✓ On-Demand Check Processing
- ✓ Unclaimed Wages

By the Numbers



Full-time Employees

Payroll Employees



Serving 2,800 employees (excludes seasonal employees and retirees)



Processing over 70,000 direct deposits annually



Timely Filing of Tax Returns in Excess of \$110 million & Remittance of \$16 million in Tax Deposits annually

By Comparison

City	# of Payroll Employees	# of Employees Served
Atlanta	9 Full-Time	9,000+
Augusta	4 Full-Time	2,800+
Macon	4 Full-Time	1,500+
Savannah	3 Full-Time	2,500+
Columbus	2 Full-Time	2,800+

Request:

One Full-Time Payroll
Specialist G16

\$54,802 (with benefits)

