



**City of Mauston**

**Payroll Policy**

Finance and Purchasing Committee Recommendation: February 13, 2024

## **City of Mauston**

### **Payroll Policy**

**Objective:** To provide the City of Mauston staff guidance on payroll expectations by using best accounting practices to process payroll.

**Time management:** Employees are responsible for entering their time into the time and attendance program, Time Clock Plus. For every two-week timeframe, department heads will review and approve their subordinates' timesheets. Once all of the timesheets have been approved by the department heads, the accounting department will then be able to begin reviewing all hours and start processing payroll. If the department head is absent when timesheets are to be approved, the city administrator and or other accounting staff delegated to do payroll will then review and approve the hours. If hours are missed due to an employee error, the time will be verified and paid out the following pay period.

**Payroll processing:** On the Monday of payroll week, department heads are to have their subordinates' timesheets approved by noon on Monday. Once all the timesheets have been approved, the payroll processing can begin. In order to complete the payroll process, please refer to the steps outlined in the document called TCP Payroll Instructions.

**Payroll bank process:** Payroll is paid out on a every two-week basis, twenty-six (26) pay dates, with direct deposits hitting the bank accounts on Thursdays, with a post date on Fridays. Once payroll is processed, but not yet posted, a direct deposit register report is created. This file is then uploaded to the bank under cash management with a date one day prior than the Friday postdate. On the day before the Thursday deposit date, Wednesday, the bank bookkeeping department will call to verify the payroll file. Once verified by the bank, the payroll file will then be processed overnight to be deposited into the employee's bank accounts on Thursday.

**Payroll personnel changes:** When an employee is requesting a change to their own personnel records, this will be required to be done in writing from the employee. Personnel changes may include, but not limited to, direct deposit, address change, and employee deduction amounts. Verification of personnel changes with the employee shall be completed due to fraud susceptibility.

