

To: Finance Committee  
From: Mark Stevens  
Date: July 10, 2023  
RE: Payroll Time Entry Process

We have been working with departments to transition responsibility for time entry to the individual employee (instead of admin assistants) and review/approval to supervisors/department heads (instead of payroll staff). I believe we're at the point to make the next iteration of changes. The current documentation provided to payroll from the department for review, by level of communication beyond the miPayOnline time entry portal:

**Nothing** (small number of employees that doesn't fluctuate):  
Administration, Alders, Attorney, Court, Finance, Mayor, Municipal Building

**Dept Summary** (provides dept totals of hours and employees):  
BSZ, Engineering, Media, Forestry, Park, Park/Rec Administration

**Employee Summary** (provides list of employees with hours):  
Fire, Library

**Dept Summary AND employee time sheets:**  
Health, Police (incl auxiliary & crossing guards), Recreation/Pool, Solid Waste, Street, Wastewater, Water

Effective with the next pay period, I will have staff alter the submissions as follows:

- Library: dept summary
- Health: dept summary
- Police: employee summary
- Solid Waste: dept summary
- Street: dept summary
- Wastewater: dept summary
- Water: dept summary

The Recreation/Pool has approximately 60 seasonal part-timers that are split between indoor/WAC pools and are varied in assignments and rates of pay. We recently asked the department to add employee numbers and scan in numerical order to enable faster data entry and review by payroll staff. Considering some ongoing issues with the miPay app and smart device incompatibilities, it will be best for the scanning of time sheets to continue.

Finance staff has created a standardized dept summary form to create an efficiency for the payroll staff review.