

Procedure: Interim Payroll Procedure	Last Update: January 2017
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References: County Policy Manual- Payroll Policy

Purpose: To establish when the Payroll Division will process an interim payroll.

A. Notification Forms

Notify Payroll of issues with a timecard by completing and submitting the Timecard Correction Form available on Payroll's intranet page.

B. Payroll will usually process up to two interim payrolls each two week pay period.

1. One Interim Payroll may be for emergency-type situations (i.e. bank account was closed and no money was received by employee or other situation where all or most of the employee's check was not received). The emergency interim payroll will be done in time for the Friday pay day (as much as it is possible) assuming Payroll is notified of the problem by Thursday noon.
2. The other Interim Payroll may be for less urgent cases (i.e. loan refunds, and less urgent but still critical pay errors). The less urgent Interim Payroll will be done by the Tuesday following the Friday pay day (as much as it is possible) assuming Payroll is notified of the problem by close of business Monday.