

Title: Administrative Policy Payroll	Policy No. Part 4, Financial Administration Chapter 3, Accounting Section 1
	Effective Date November 2, 2021
Policy Custodian Finance	Adoption/Revision Date November 2, 2021

Adopting Resolution(s): CC21-302

References (Statutes/Resos/Policies): CC86-249, CC87-1018, CC88-97, CC91-24, CC07-383, CC13-172, CC14-152, CC19-285

Purpose: To provide for the payment of county officials and employees.

Policy: Payroll

A. Regular Payroll

1. Employees and officials shall be paid biweekly with payday being every other Friday.
2. The Finance Director shall review and sign the payroll register. The Strategy, Innovation and Finance Department Director, and the County Manager shall receive the payroll register for their review.

B. Interim Payrolls: When necessary, interim payrolls shall be included with the regular payroll for review. See the Interim Payroll Procedure for more information.

C. Changes in Pay: Changes in an employee or official's pay status, and bonuses, shall only occur when the payroll office receives a properly approved Personnel Action Form.

D. Settlement Agreements: Settlement agreements with employees or officials may substitute for Personnel Action Forms when they are executed by the County Attorney.

E. Direct Deposit: The use of direct deposit for payroll shall be highly encouraged by all departments and offices of the county.

F. Payroll Deductions: To prevent increased administrative burden, payroll deductions from the compensation of any employee shall be limited to the following:

1. Deductions required by federal or state law;

2. Deductions required by judicial orders, liens and garnishments;
3. Deductions for employee benefits, retirement contributions; or deferred compensation as established by the BCC from time to time, and
4. Those deductions previously allowed at the time of adoption of this policy, including only:
 - a. Fraternal Order of Police,
 - b. Vehicle mileage for Elected Officials.