

Payroll

City of Bell
POLICY FOR PAYROLL PROCESSING

PURPOSE

The purpose of this policy is to create clear guidelines for the processing of payroll, thus ensuring that City of Bell employees are paid correctly and timely.

POLICY

It is the City of Bell's policy to make accurate and timely payments to employees for time worked. Toward this end, All City employees, regardless of hire date, salary or wage status, or pay frequency, shall participate in the City's direct deposit system for payroll disbursement. Direct deposit benefits both the employee and the City.

Benefits to the employee include:

- No lost or stolen checks;
- No unclaimed or un-cashed checks;
- Elimination of long payroll and banking lines and wasted time cashing checks; and
- Assurance that payments will be automatically deposited while on vacation, sick leave or out of office for any reason.

Benefits to the City include:

- Elimination of forged, stolen or lost checks;
- Reduced operating costs;
- Improved productivity; and
- Enhanced cash management.

PROCEDURES

- Completed Bi-Weekly Time Sheets must be delivered to Payroll on Monday (of the pay week) before 1200 hours. Bi-Weekly Time Sheets from the Community Services Department must be delivered to Payroll on Monday before 1400 hours.
- A completed employee Bi-Weekly Time Sheet consists of documented time worked for the payperiod (according to account allocation), the signature of employee, and the signature of the supervisor or department head. In addition, for payment of time not worked (vacation, sick leave, etc.), the Bi-Weekly Time Sheet must be accompanied by an approved Time Off Request Form for all time not worked.

- Employee payroll changes (step increase, change of address, change in deductions or marital status, etc.) must be received in Human Resources before 1600 hours on the Tuesday ten (10) days prior to a Friday payday.
- For cash management purposes, Payroll shall^{A1} communicate to accounting staff the gross payroll amounts on the Wednesday prior to a Friday payday.
- Payroll shall distribute checks and direct deposit advice statements on Friday morning of a Friday payday. Said items can be distributed by US Mail per advance arrangements made with Payroll.

City of Bell
PROCEDURES FOR PAYROLL PROCESSING

The City of Bell compensates employees on a bi-weekly basis in accordance with current employment contracts and relevant Memorandums of Understanding.

The payroll process consists of the following: 1) data entry and computer processing, 2) distribution of checks or transmittal of direct deposits, 3) Payroll liability processing and 4) filing both internally and externally with appropriate organizations/agencies.

Payroll Processing - DETAIL

New Employees/Employee Maintenance/Terminations

Human Resources enters all new employee information including assignment of a position. They also maintain all employee information including personal information, direct deposit, appointments, benefits and deductions, leave, premiums, alternate rates and termination processes. Once the entry is finished, the supporting paperwork comes to the payroll office where it is reviewed for accuracy of entry, signed, and returned to Human Resources. If there are corrections to be made, Human Resources is notified and handles the correction.

Payroll Processing

1. Open a new pay period
2. Review all Position and Employee Maintenance for the current pay period.
3. Activity Entry
 - A. Check all Recaps/Timesheets/Leave reports for accuracy, complete records, and signatures.
 - B. Enter all exceptions
4. Reconcile all reports, print checks and direct deposit vouchers
5. Post GL Accounting and Checks.

Payroll Reporting

1. Payroll Taxes
 - A. Go into Excel File: [\\Moby\MIS\FINANCE\Payroll\PayrollReports\Payroll Tax EFTPS](file://Moby\MIS\FINANCE\Payroll\PayrollReports\Payroll Tax EFTPS)
 - B. Copy the worksheet from the previous pay period into a new worksheet and rename to reflect the new pay period. Then fill in the amounts and dates for the current pay period and print.
 - C. Log on to: www.payments-govonesolutions.com/boa and follow the Excel worksheet to transmit the information.
2. Direct Deposit

Follow the procedure outlined in the Word file: P:\FINANCE\Payroll\Payroll Misc\Direct Deposit Procedure.doc

3. Vendors

Send payments and documentation as required by each vendor

4. Payroll Distribution

A. Insert each Payroll Check and Direct Deposit Voucher into a plain window envelope and seal. Sort by Department. Put in the Fire King file and lock it until ready for distribution.

B. On the last day that City Hall is open before the pay date, an authorized person from each department will come to the Payroll Department and pickup the checks for that department. Print out the Excel Payroll Distribution list:

<\\Moby\MIS\FINANCE\Payroll\Payroll Misc\Payroll Distribution>

Make sure whoever picks up the checks is on the authorized list and signs for the checks.