



PAYROLL POLICY

The purpose of this Payroll Policy is to ensure that all Macomb Township employees are paid correctly and timely. Accounting Clerks must work as a team to establish a good relationship with our employees to provide assistance with payroll inquiries and produce accurate paychecks. Accounting Clerks must be familiar with the provisions of the various collective bargaining agreements and need to keep informed of all changes. Payroll entries must be done in accordance with generally accepted accounting principles.

Procedure

1. Department Responsibility

1.1. Time Off Requests

Employees, or their Department Heads, are responsible for sending the Finance Section and Human Resources their Time Off Request forms as soon as they are signed by their Department Head or his/her designee.

1.2. Timecards

Each department is responsible to ensure that timecards are sent to the Finance Section at the end of every pay period. It is the responsibility of the Department Head or his/her designee to review the timecards and initial the cards for approval before sending to the Finance Section. Any changes to the timecards should also be initialed next to the change.

1.3. Salaried Employee Time Sheets

Each department is responsible to ensure that Salaried Employee Time Sheets are sent to the Finance Section at the end of every pay period. It is the responsibility of the Department Head or his/her designee to get their supervisors signature on the time sheets before sending to the Finance Section. Any changes to the time sheets should also be initialed next to the change.

1.4. Paid on Call Fire Monthly Payroll Reports

The Fire RMS Supervisor is responsible to ensure that Paid on Call Fire Monthly Payroll Reports are sent to the Finance Section within 11 days after the end of the pay period.

2. Finance Responsibility

2.1. Accounting Clerk

- 2.1.1.** The Accounting Clerk is responsible for calculating timecards and totaling types of hours to be paid. Once calculated, another Accounting Clerk or another employee of the Clerk's office must review timecards for accuracy before entering hours into the payroll system.
- 2.1.2.** The Accounting Clerk must then enter the appropriate hours and date under the appropriate pay type code in the payroll system so as to track the actual time worked/used for each employee.
- 2.1.3.** Once all hours are entered, the Accounting Clerk must run an Earnings/Deduction Proof report. This report must be reviewed by two employees in the Clerks Department before proceeding any further.
- 2.1.4.** Once the Earnings/Deduction Proof has been reviewed and approved, the Accounting Clerk can run the payroll checks and the corresponding vendor payroll checks. All steps must be completed by 12:00 p.m. the day before the payroll date so as to process the direct deposit for disbursement and give the Treasurer time to process the necessary transfers.

3. Board Approval

Employee wages are set by either a collective bargaining agreement or by the Township Board of Trustees approval for employee classifications that are not addressed in any collective bargaining agreement. The Macomb Township Board of Trustees reviews and approves budgets, including the Payroll Policy, each fiscal year. The payroll amounts are part of the budget and therefore, when approved at the Township Board of Trustees meeting, payroll is approved for the fiscal year.


4. Printing and Distribution of Payroll Checks & Transfers

Once the check run is completed and all vendor processes are completed, the payroll checks are given to the Treasurer for distribution. The Treasurer will receive a report from the Accounting Clerk on the total amount to transfer, by fund, into the Payroll checking account to cover the checks issued.

5. Records

All records shall be kept in the Finance Section in compliance with the State of Michigan's written retention schedule.

Destruction of any financial record will be done in compliance with the procedures set forth in the Macomb Township Records Managements Manual.

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	Approvals:		
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