

SHELBY COUNTY, ILLINOIS

PAYROLL POLICIES AND PROCEDURES

- This policy is based on Federal and State Labor Law and the U.S. Citizenship and Immigration Services Law.
1. Pay Periods are every two weeks starting on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. All pay checks for two-week pay periods will be distributed within six working days after the last working day of the pay period. Paychecks will be directly deposited into individual employee checking or savings accounts on the Friday following the end of the pay period. Paper checks will be available in the County Clerk's office for pick up by Department Representatives on the Thursday following the pay period end date at 3:00 p.m. This will require a signature by the Representative for release.
 2. General Policies:
 - a. All employees of Shelby County are required to submit a time sheet with the employee signature and the signature of the Department Head. Any changes made to a payroll already submitted will require a signature of both the employee and Department Head.
 - b. All accrued benefit time (vacation, personal, sick, compensation) will be tracked in the payroll system. Additions will be added according to the specifications in the union contracts. The use of benefit time based on payroll time sheets will deduct in the payroll system automatically. Department Heads will confirm balances with the Treasurer's office quarterly.
 - c. Payments to all employees will be based on the approved time sheets.
 - d. A new employee will not be put on payroll without the Employee Data Form signed by Department Head and both W-4 Forms and an I-9 Form.
 - e. The Employee Data Form will be required to make any pay rate changes, position changes or deductions for an existing employee. This form will need to be signed by both the employee and Department Head.
 - f. Upon any termination of an employee, the Employee Data Form will need to be signed by both the employee and Department Head.

3. Procedures:

- a. Each employee will complete and submit a signed individual time sheet showing the hours worked with specific in and out times, sick time, vacation time, holiday time, personal time, or compensation time used.
- b. Each Department Head will review for accuracy and sign time sheets. Time sheets are required to be in the Treasurer's office by 12:00 p.m. on the Monday following the end of the pay period. If Monday is a holiday, time sheets are required to be in the Treasurer's office by 10:00 a.m. on the Tuesday following the end of the pay period.
- c. Payroll deductions will be made for F.I.C.A., Federal and State Income Taxes, applicable health benefits, insurances, Union dues, I.M.R.F. and any other amounts required by State or Federal law. These accumulated deductions will be submitted to the proper entity on or before their due date.
- d. An accounting of deductions will be given to the employee as part of the payroll documentation. Staff are instructed to verify that the deductions are correct and maintain their pay stubs.

4. COUNTY BOARD PAYROLL POLICY

- a. County Board committee meeting claim sheets should be submitted to the County Clerk's office no later than 8:45 a.m. the Tuesday before County Board Meeting day. These claims can be emailed to shcoclerk@shelbycounty-il.com, faxed to 217-774-5291, or dropped off at the office. Please list the dates of your meetings and your mileage on each claim sheet you submit. All committee claim sheets are required to have a signature of the Board member. While only 1 committee per day will be paid, mileage for each additional meeting will be paid and should be listed on the claim form.
- b. Submission of the forms to the Clerk's office by the requested date and time will ensure accurate documentation is submitted to the Treasurer's office for payment of payroll for the committee meetings. The County Board Meeting will be tracked separately and should not be included on the claim forms. Forms not received by 8:45 a.m. the Tuesday before the County Board Meeting will be held for the next month's meeting.
- c. Those Board members selecting direct deposit will have the check stub emailed to them the Friday following the County Board Meeting. Checks will be mailed the Thursday evening following the County Board meeting upon completion in the Treasurer's office.

EMPLOYEE _____

EMPLOYEE NUMBER _____

NEW HIRE

Effective Date _____

Position _____

Pay Rate \$ _____ Per _____ (hr/biweekly)

Department _____

Expected number of hours to be worked for IMRF _____

Classification ☐ Introductory ☐ Regular full-time ☐ Part-time ☐ Temporary☐ I9 Form(attach) Tax Withholding status (attach IL & FEDERAL 2020 W-4) ☐ Single ☐ Married**PAY/BENEFIT CHANGE(S)**

Effective Date _____

☐ Rate of Pay From: \$ _____ Per ☐ Hour ☐ Bi-Weekly ☐ Year
To: \$ _____ Per ☐ Hour ☐ Bi-Weekly ☐ Year☐ Benefits Change(s) (attach appropriate forms) ☐ Health ☐ Dental ☐ Short Term Disability
☐ Long Term Disability ☐ Life☐ Position/Title Change From: _____ To: _____☐ Change in tax exemptions – **Attach new W-4**☐ Change Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Death of spouse☐ Dependents: ☐ Add ☐ Delete Name(s)/Relationship: _____☐ Address/phone change: Old: _____

New: _____

TERMINATION OF EMPLOYMENT

LAST DATE WORKED _____

☐ Quit with Notice ☐ Quit without Notice ☐ Laid Off ☐ Terminated

Additional Notes/Comments:

Eligible for Rehire: ☐ Yes ☐ No**EMPLOYEE SIGNATURE:****DEPARTMENT HEAD SIGNATURE:**