

PAYROLL

Personnel:

The Executive Assistant is charged with the responsibility of maintaining personnel files on all staff and volunteers.

Personnel files shall contain the following information, at a minimum:

- Employment application, resume, hiring documentation
- A record of background investigation
- Date of employment
- DMV information
- I-9 Immigration form
- Performance evaluations
- All payroll related files including position, pay rates, deductions, status changes, and W-4's
- Deferred compensation files
- PERS files
- Temporary labor payroll files
- Termination data, when applicable

Separate files are kept which contain medical and worker's compensation injury information.

All current personnel records are to be kept in a locked office.

Payroll Preparation and Timekeeping:

1. Pay dates are on the 25th of each month for service from the 18th through the 17th day of each month. If the 25th falls on a weekend or holiday, the previous working day shall be the pay date.
2. Monthly time sheets are to be signed by the employee and supervisor and submitted to the Executive Assistant by the designated payroll cutoff date.
3. Executive Assistant prepares payroll and direct deposit checks through the Paychex program.
4. Finance Manager and/or Deputy Chief reviews payroll reports for accuracy including PTO, changes in pay rates or employment status, hours worked, etc.