Title: Administrative Policy Payroll	**Policy No.** Part 4, Financial Administration Chapter 3, Accounting Section 1
	Effective Date April 30, 2013
Policy Custodian Director of Accounting	**Adoption/Revision Date** April 30, 2013

Adopting Resolution(s): CC13-172

References (Statutes/Resos/Policies): CC86-249, CC87-1018, CC88-97, CC91-24, CC07-383

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

Policy: Payroll

A. Regular payroll

1. Employees and officials shall be paid twice monthly.

2. The pay periods for regular payroll shall be the first day of each month through and including the fifteenth day of each month, and the sixteenth day of each month through and including the last day of each month.

3. The pay dates shall be the fifth and twentieth of each month unless those days fall on a Saturday, Sunday, or holiday, then the pay date will be the preceding business day.

4. The Accounting Director and the Finance and Information Technology Department Director shall review and sign the semi-monthly payroll register.

5. The Board of County Commissioners shall approve the payroll at the first regularly scheduled public hearing following its completion and review.

B. Interim Payrolls: When necessary, interim payrolls shall be included with the regular payroll for review and approval by the Board of County Commissioners.

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 properly executed contracts which have been reviewed by the County Attorney's Office and signed by the County Administrator, an elected official, or their designee.

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 Board of County Commissioners 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. Jefferson County Employees Credit Union, and

    c. Vehicle mileage for Elected Officials.