



## MARSHALL COUNTY FISCAL COURT PAYROLL POLICY

### PURPOSE

The purpose of this policy is to provide payroll requirements for all employees of the Marshall County Fiscal Court. This is to include all employees reporting to elected officials that utilize the Marshall County Fiscal Court to administer their payroll and provide accounting services.

### GENERAL INFORMATION

- A “work hour” is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest quarter (1/4) of an hour.
- “Authorized hours” are work hours that a manager assigns to complete a task.
- The “workweek” covers seven consecutive days beginning on Sunday at 12:00 AM and ending on Saturday at 11:59 PM. The usual workweek period is 40 hours.
- “Overtime” is defined as hours authorized by a supervisor, worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter (1/4) of an hour. Overtime must be approved in advance by the employee’s manager; if not, an employee is not authorized to work the overtime.
- Supervisory, managerial and executives do not qualify for overtime pay but are expected to record all hours worked to the nearest quarter (1/4) of an hour for workload management purposes.

### PROCEDURES

Employees must use TimeClock Plus to record live clock in at the beginning and end of their shift and will be responsible for approving that time recorded is accurate by the 1st and 16th of each month. No manager/supervisor shall manually enter an employee’s time records into TimeClock Plus unless an error was made by the employee and the manager/supervisor must fix the time record. All managers/supervisors shall approve each of their employee’s time records by the 1st and 16th of each month. Any time records that are incorrect will not be reconciled after time approval is due and corrections will appear on the following pay period. All corrections that were not fixed

prior to the deadline shall be requested in writing to be rectified during the next pay period.

## **RESPONSIBILITIES**

Each employee is to:

- Live clock in at the beginning of their shift and clock out at the end of their shift on TimeClock Plus. All absences from work schedules should be appropriately requested by the employee within TimeClock Plus and approved by the manager/supervisor. Entries should be made daily.
- Obtain approval for any overtime to be made in the workweek.

Each manager is responsible for:

- Ensuring that all employees live and clock in and clock out using TimeClock Plus.
- Approving time records on the 1st and 16th of each month.
- Monitoring and approving overtime.

Payroll will:

- Ensure that all employees are paid earned wages/salaries on appropriate dates in accordance with federal and state regulations.
- Distribute pay stubs bi-monthly.

## **ENFORCEMENT**

Employees who are found to be offenders of this policy will be subject to disciplinary action at the discretion of their managers/supervisors as follows:

- First-time offenders will be:
  - Counseled to ensure that time reporting requirements are understood.
  - Advised of the consequences of further infractions.
  - Provided with a copy of this policy and acknowledgement receipt that it has been communicated and understood.
- Second-time offenders will:
  - meet with their manager/supervisor to be advised that this infraction will be noted in the employee's personnel file.
  - Be subject to spot checks by their managers during the 30-day period following the infraction.
- Third-time offenders will have their case presented by their manager/supervisor to the Human Resource Director for review of rehabilitative/punitive actions up to and including termination by the appointing authority.

Adopted by the Marshall County Fiscal Court on August 3, 2021.