

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

<b>SUBJECT:</b>  <b>ADMINISTRATIVE PAYROLL PROCEDURES</b>	Issued: <del>4/14/05</del> 12/9/21	No: H-4
	Supersedes: <del>5/1/03</del> 4/14/05	Page: 1 of 7

**Purpose**

This policy outlines reporting and other processing requirements that must be followed in order to compensate employees for their work. Compliance with the following procedures and timelines is required to provide accurate payroll in a timely manner.

**Guidelines**

**I. Pay Period** – A time frame used to calculate earned wages based on hours worked. The standard pay period for the City of Waukesha is two weeks.

- a. ~~**Regular Employees:** The pay period for regular full and part time employees begins at 12:01 a.m. Saturday and runs fourteen (14) consecutive days, ending at 12:00 midnight Friday. Employees are paid biweekly, every other Friday, based upon the current year's payroll schedule. Employees hired after September 1, 1996, are paid one week in arrears.~~
- b. ~~**Seasonal Employees:** The pay period for seasonal employees begins at 12:01 a.m. Monday and runs fourteen (14) consecutive days, ending at 12:00 midnight Sunday. Employees are paid biweekly, every other Friday, based upon the current year's payroll schedule. Seasonal employees are paid two weeks in arrears.~~
- c. **Library Employees:** The pay period for Library employees begins at 12:01 a.m. Monday and runs fourteen (14) consecutive days, ending at 12:00 midnight Sunday. Employees are paid biweekly, every other Friday, based upon the current year's payroll schedule. Library employees are paid one week in arrears. Library employees hired before September 1, 1996 are paid to date.
- d. ~~**Aldermen:** Paid monthly on the last pay period of the month.~~

**II. Payroll Processing Timelines**

~~Due to reporting and other processing requirements, compliance with the following timelines is required to provide accurate paychecks in a timely manner.~~

A. Normal Payroll:

~~Payroll will be completed by 1 p.m. the Wednesday prior to the pay date. The payroll file will be sent to the bank by 3:00 p.m. the Wednesday prior to the pay date.~~

- 1. All payroll changes (including changes made by employees in payroll self-service) must be received at City Hall by ~~4:30 p.m.~~ 12:00 p.m. on the last working day of the week before the **scheduled** pay date.

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2. Any changes received after 12:00 p.m. the Monday before the Friday pay date will be posted on the next payroll.
3. Time verification (entry and edit) will be completed and received ~~in the City Hall~~ by the payroll department ~~by no later than 12:00 p.m. noon~~ the Monday before to the scheduled pay date. ~~Library employee time sheets must be given to the Library Bookkeeper by 8 a.m. on the Friday before the pay date.~~

~~A. Holiday Exception #1: The Monday before the pay date is a holiday.~~

~~Payroll will be completed by 1 p.m. the Wednesday prior to the pay date.~~

1. All payroll changes must be received at City Hall by 4:30 p.m. on the Thursday before the pay date.
2. Time verification (entry and edit) will be completed and received at City Hall by 12 p.m. (noon) Friday before the pay date. Library employee time sheets must be given to the Library Bookkeeper by 8 a.m. on the previous Thursday.

~~B. Holiday Exception #2: Tuesday, Wednesday, Thursday, or the pay date is a holiday~~

~~(Paychecks will be available at City Hall on the Thursday before the pay date)~~

~~Payroll will be completed by 1 p.m. the Tuesday before the pay date.~~

1. All payroll changes (PTN's) must be received at City Hall by 4:30 p.m. on the Thursday of the week before the pay date.
2. Time verification (entry and edit) will be received at City Hall by 12 p.m. (noon) the Monday before the pay date. Library employee time sheets must be given to the Library Bookkeeper by 8 a.m. on the previous Friday.

B. Holiday Exception ~~#3: Two Holidays in the pay week~~

1. Departments will be notified of pertinent deadlines two (2) weeks prior to ~~the~~ a pay week that includes ~~with two (2) holidays~~ a holiday. Payroll will run as specified in the notification. Any department not in compliance will be held responsible to their employees. The Library ~~Bookkeeper~~ Finance Analyst will notify Department Managers of payroll deadlines.

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**III. Individual Wage Changes/Updates**

~~A. Individual Pay Changes~~

- ~~1. Any payroll changes received at City Hall by 4:30 p.m. on the last working day before the pay week will be posted for the current payroll.~~
- ~~2. Any change received at City Hall after 4:30 p.m. on the last working day before the pay week will be posted for the next payroll.~~
- ~~3. Any corrected time sheets must be signed by the supervisor and faxed to the payroll department.~~

**III. Responsibility**

A. Back Pay resulting from contract negotiations or non-represented salary adjustments

1. Payroll will calculate all back pay.

B. Individual Pay Rate Changes

1. Individual pay changes will be processed only with a Personnel Transaction Notice (PTN) form containing all required signatures and/or approvals.
2. New Hires - In order for new hires to be placed on payroll, the following completed signed documents must be received in the payroll department:
3. Completed PTN approved and signed by the hiring authority and Human Resources Director **or Assistant Human Resources Director.**  
~~Copy of Social Security Card~~
4. Federal W-4 and State W-4
5. Form I-9
6. **Direct Deposit Form (see section VI Direct Deposit)**
7. **Human Resources/Payroll will be responsible to enter for entering all new employees onto into the timekeeping system. and attendance program. New employees These** will be entered only after all required documentation listed above is received.

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C. Terminations

1. Payout information will be submitted to payroll within **change the** time parameters **listed in II (A)**, with name of the preparer and signature approval of the department head for verification of calculations.

D. Additional Payments (Uniforms, glasses, safety shoes, etc.)

1. Required documentation must be provided based on the deadlines outlined in **II (A) above**.

**IV. Timecards/Time Entry**

- A. Responsibility - **All hourly employees will utilize the electronic timekeeping system to clock in and out for their shift and to clock in and out for their lunch period.** ~~Seasonal employees may need to submit a paper timesheet which Time will be entered by the Library Bookkeeper and verified by the appropriate supervisor.~~

**All timecards must be completed and approved by the Director, Manager or Supervisor of each department following the timelines listed in II (A) and II (B).**

~~Signed computer generated time sheets will be filed with the Payroll Department by 4:30 p.m. the Monday prior to the pay date for verification purposes.~~

- B. **Non-salaried Hourly** employees who do not have a verified time sheet submitted by the above deadlines will not be paid until appropriate authorization is received.

**V. Payroll Errors Due to Incorrect Entry of Time, Wage Rate, etc.**

It is the employee's responsibility to notify the Library through their Department Head of errors, regardless of the nature of the error, i.e., overpayment or underpayment.

Methods of correction –

- A. If the error is to the employee, the City will correct the error on the next regular **check payroll** or by a manual check if the amount of the error is found to be significant.
- B. If the error is to the City, the error will be corrected by a deduction from the next regular **check payroll**, or if a termination, by personal check by the next regularly scheduled payroll date. If year-end reporting does not allow a regular deduction, the taxes of the employee will be adjusted to return the cash amount to the City.

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- C. ~~If the error is disputed by the employee, a proper investigation will be completed immediately but no later than by the end of the next workweek, and if necessary, a correction will be made on the next regular payroll.~~
- D. If necessary, collections procedures will be implemented.

**VI. Direct Deposit**

~~After September 20, 1996, all new employees will be paid one week in arrears.~~ Direct deposit is mandatory for all ~~new~~ employees, including limited term employees. ~~and no incumbent employee who opts for direct deposit will be allowed to withdraw after initial sign up.~~

~~All limited term employees expected to or who remain employed after 6 months will be required to go on direct deposit.~~

- A. ~~Procedures to start~~ To initiate direct deposit, Payroll must receive a signed request form from the employee ~~a signed request form~~. Forms are available from the Library ~~Administrative Assistant~~ Office Manager or online through the City's SharePoint site (WERC). Forms must be accompanied by:
  - 1. ~~For a checking account~~, An actual "voided check" is required, or
  - 2. ~~For a savings account~~, A deposit slip ~~completed with~~ that includes a valid account number, routing number ~~plus the~~ bank name and bank address is required. Handwritten or emailed documentation is not acceptable.
- B. Changes to Direct Deposit - After initiation, changes to direct deposit can be completed by the employee through Payroll Self Service.
- C. Rejected Direct Deposits – If a direct deposit is rejected by a bank, a reissue will not occur until the City has received verification that the money has been returned. The impacted employee must also provide new or corrected direct deposit information.
- D. ~~After timely receipt of the required documentation, the direct deposit will be pre-noted the following pay date. Then direct deposit of the requested amount will begin in approximately thirty (30) days from the pre-note date.~~
- E. ~~Final paychecks for employees terminating for any reason will not be sent direct deposit. They will be paid as a check.~~

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**VII. ~~Pay-Checks- Payroll Direct Deposit Notices~~**

~~A. Deposit—Employees may only deposit checks on check date or thereafter~~

A. ~~Availability of checks~~ - Payroll direct deposit notices will be made available through Payroll Self Service on Friday pay dates. Employees without City emails will be mailed notices on the Thursday prior to the Friday pay date.

~~Payroll checks will be made available for pickup as follows:~~

~~3 p.m. on Thursday to those departments that have second and third shift employees. Only second and third shift employee checks will be issued on Thursday. First shift checks will be issued on Friday.~~

~~All other department's checks will be available at 8 a.m. on the pay date.~~

**~~Release of Paychecks at Payroll Office—~~**

~~Paychecks will be released to the employee only. If it is necessary for someone other than the employee to pick up a payroll check, a written request must be received by Payroll prior to the pay date with the name of the individual to whom the check is being released. Proper identification will be requested of that individual when picking up the check.~~

**~~Early Pickup—~~**

~~Payroll checks are available for early pickup on the previous Thursday of the payroll week only for vacation or other excused leave. However, the checks cannot be cashed prior to the date on the check. It is the employee's responsibility to make arrangements for early pickup of a paycheck. This will be done in advance in writing to the City.~~

**VIII. Special Deductions**

~~A. Union Dues—Requests from unions for changes will be in writing and signed by the designated business agent or designee. Clear, concise language is required in all requests.~~

~~Employees terminating from a union position through a job change must submit a withdrawal card to stop union dues deduction. **E-mail and Phone** calls are not acceptable documentation.~~

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- A. ~~Deferred Compensation Program Changes - Employees should reach out to their Deferred Compensation plan directly to make any changes to their deductions. The plan will notify payroll of changes.~~
- B. Wage Assignments
  - 1. Court Orders - Payroll is required to comply with court orders.
  - 2. Inquiries - Inquiries by court or employees will be processed as expeditiously as possible. Inquiries must be submitted in writing.

**IX. Leave Bank Adjustment**

If errors are made in the entry of time and attendance which result in incorrect leave bank totals, adjustments must be requested in writing to Payroll. ~~Department Supervisors should notify the Library Bookkeeper of the change request.~~ The Library ~~Bookkeeper~~ Finance Analyst will make the written request to the Payroll Department by the required deadlines.

- ~~A. **Vacation** Allotments — When eligible, employee's leave bank will be adjusted. Departments must notify payroll in writing for adjustments. (e-mail notification is acceptable)~~
- ~~B. **Sick Leave** — Defaulted into the CYBORG system.~~
- ~~C. **Personal Holiday** — Defaulted into the CYBORG system when employees are eligible.~~
- ~~D. **Compensatory Time** — Must be entered into the time and attendance system.~~

**X. Attachments to Paychecks**

~~Stuffers or other material to be attached to checks and direct deposit stubs must be delivered to Human Resources no later than Tuesday morning of payroll week. Materials to solicit business from private sector concerns will not be attached to checks.~~

Adopted by the Library Board  
~~April 14, 2005~~ December 9, 2021