



CITY OF WAUKESHA

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Committee: HR Committee	Date: 10/20/2021
Common Council Item Number: ID# 21-2769	Date: 10/20/2021
Submitted By: Marquise Vasquez	City Administrator Approval: 08/10/2021
Finance Department Review: NA	City Attorney's Office Review: Click here to enter text.
Subject: Request to review and approve amendments to HR Policy H4 Administrative Payroll Procedures Click here to enter text.	

Details:
Policy updates to be discussed during meeting. Red-lined changes to policy shown on the following pages.

Options & Alternatives:
[Click here to enter text.](#)

Financial Remarks:
[Click here to enter text.](#)

Executive Recommendation:
[Click here to enter text.](#)





City of Waukesha HR Policy

H4 Administrative Payroll Procedures

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.
 - 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 payroll in a timely manner:~~

A. Normal Payroll:

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

1. All payroll changes (including direct deposit/banking changes made by employees in payroll self-service) must be received by 12:00pm the Monday ~~4:30 p.m. the last working day of the week before the~~ scheduled pay date.
2. Any changes received after 12:00pm the Monday before the Friday pay date will be posted on the next payroll.
- ~~2.~~ 3. Time verification (entry and edit) will be completed and received by the payroll department no later than 12:00 PM the Monday prior to the scheduled pay date .

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

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

~~1. All payroll changes must be received by 4:30 p.m. Thursday before the pay date.~~

~~2. Time verification (entry and edit) will be completed and received by 12 p.m. (noon) Friday before the pay date (WWTP Saturday hours will be submitted by 9 a.m. the Tuesday before the pay date).~~

~~C. Holiday Exception #2: Tuesday, Wednesday, Thursday, or the pay date is a holiday (Payroll direct deposit notices will be available Thursday before the pay date)~~

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

~~1. All payroll changes must be received by 4:30 p.m. the Thursday of the week before the pay date.~~

~~2. Time verification (entry and edit) will be received by Noon the Monday before the pay date.~~

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

~~1. Departments will be notified of pertinent deadlines two weeks prior to the a pay week that includes with two a holiday. Payroll will be run as specified in the notification. Any department not in compliance will be held responsible to their employees.~~

~~II Individual Wage Changes/Updates~~

~~A. Individual Pay Changes~~

~~1. Any payroll change received by 4:30 p.m. the last working day before the pay week will be posted for the current payroll.~~

~~2. Any change received after 4:30 p.m. the last working day before the pay week will be posted the next payroll.~~

III. Responsibility

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

Payroll will calculate all back pay.

B. Individual Pay Rate Changes

Individual pay changes will be processed only with a Personnel Transaction Notice (PTN) form containing all required signatures and/or approvals.

C. New Hires - In order for new hires to be placed on payroll, the following completed signed documents must be received in the payroll department:

1) Completed PTN approved and signed by the hiring authority and the Human Resources Manager Director or Assistant Human Resources Director.

2) Copy of Social Security Card

- 3) 2) Federal W-4 and State W-4
- 4) 3) Form I-9
- 5) 4) Direct Deposit Form (see section VI Direct Deposit)

Human Resources/Payroll will be responsible to enter all new employees into the timekeeping system. ~~and attendance program~~ and New employees will be entered only after all required documentation listed above is received. ~~(See C below)~~

D. Terminations

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.

E. Additional Payments (Uniform, glasses, safety shoes, etc.)

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 each the employee's department 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 City through their supervisor 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 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 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.

- 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

All employees hired after September 1, 1996 are paid one week in arrears. Direct deposit is mandatory for all employees, including limited term employees.

- A. ~~Procedures to Start~~ – To initiate direct deposit, Payroll must receive a signed request form from the employee to initiate direct deposit. Forms are available in the Human Resources Department and **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 - 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.**

VII. ~~When Payroll Direct Deposit Notices Are Issued~~

- A. ~~Availability of direct deposit notices~~ – Payroll direct deposit notices will be made available for pickup as follows: **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.**

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

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

~~Release of Direct Deposit Notices~~

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

~~Early Pickup~~

~~Payroll direct deposit notices are available for early pickup on the previous Thursday of the payroll week only for vacation or other excused leave.~~

~~If the employee is not available to pick up his/her direct deposit notice~~

~~If the employee is unable to receive his/her payroll direct deposit notice on that pay date, the supervisor will store the direct deposit notice in a secured area until it can be given to the employee~~

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 deductions. ~~E-mail and~~ Phone calls are not acceptable documentation.

- B. 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.** ~~and cancellation of changes must be in writing for all participants and must be received by above stated deadlines. E-mail and phone calls are not acceptable documentation.~~

- C. Wage Assignments

Court Orders - Payroll is required to comply with court orders **and other legal garnishments (e.g. child support, IRS or state tax collections)**

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 by the department for their employee within the required deadlines.

- ~~A. Vacation Allotments – When eligible, employee's leave bank will be adjusted. Departments must notify payroll in writing for adjustments.~~

~~— 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 Direct Deposit Notices

~~—Stuffers or other material to be attached to direct deposit notices 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 direct deposit notices.~~

~~**EMAIL WILL NOT BE ACCEPTED AS THE REQUIRED DOCUMENTATION IN ANY CASE.**~~

Passed this ____ day of ____, 2021.

Approved this ____ day of ____, 2021.

Mayor

ATTEST:

City Clerk