

 <p>Town of Allenstown New Hampshire</p>	FINANCIAL POLICIES & PROCEDURES Town of Allenstown, NH			
	<i>Title</i> PAYROLL APPROVAL POLICY			
	<i>Policy No</i> #2009-003	<i>Original Adoption Date</i> 03/03/2009	<i>Revision – No. & Date</i> R2 03/06/17	<i>Page No</i> Page 1 of 6

Section 1.0: Purpose

The purpose of this procedure is to establish a uniform method of processing payroll records, data input, and payroll changes.

Section 2.0: Organizations Affected

All departments of the Town

Section 3.0: Definitions

None

Section 4.0: Policy

The Town of Allenstown will comply with all State and Federal labor statutes/regulations.

Section 5.0: Procedures

5-1 Time Entry Approvals:

Each weekly payroll data entry in the payroll software system will be reviewed by the Department Head and approved if accurate or rejected and returned to the employee for correction. All payroll entries submitted will contain actual hours worked. Any falsification of hours worked on timesheets may be considered misappropriation of funds and subject to discipline according to the personnel plan. All timesheets must be approved by department heads or supervisors **NO LATER** than 10 am Tuesday morning.

5-2 Vacation/Sick Leave Requests:

Each employee is responsible for requesting time off by submitting a request through the payroll software system for all planned and unplanned absences. If sick, each employee will notify their respective Department Head in accordance with the Personnel Policy. Department heads are responsible for approving or denying these requests in the payroll system.

5-3 Department Head Payroll Entries:

The Board of Selectmen will designate an approver(s) of payroll entries and time off requests for department heads. In the rare absence of action by the authorized approvers to approval payroll for department heads the Town Administrator may approve payroll.

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5-4 New Employees:

Information on new employees should be submitted as soon as possible to the Administrative Assistant at town hall, but at least by noon Thursday in order for all the information to be entered into the payroll system.

NOTE: The Department Head should allot and schedule one hour in the employees schedule so that they can meet with the Administrative Assistant to insure that all necessary forms are signed. At this time there will also be a discussion of employee benefits with the new hire.

5-5 Payroll Period:

The pay period for the Town of Allenstown starts on Sunday 12 am and ends the following Saturday at 11:59:59 pm. Payroll periods are Bi-weekly with payroll checks being available on Thursday.

5-6 Payroll Changes:

In order to keep employee information as up to date as possible, it is necessary any time that there is a name or address change to complete Payroll Change Form . This will enable the Town to insure that all needed information is up to date and current.

5-7 Change of Pay Rate/Promotion:

Whenever an individual has a change in employment status such as the following;

1. Promotion
2. Demotion
3. Increase or decrease in wages
4. Change of status from full time, part time, temporary.
5. Leave of absence
6. Temporary Duty assignment such as Interim or Acting
7. Initial hiring, appointment, compensated elected or volunteer (not board appointments)

or increased from one pay step to another, Payroll Change Form must be completed, approved by the Department Head, and authorized by the Board of Selectmen, or Sewer Commission. A copy is to be retained by the Administrative Assistant and placed in the employees personnel file. The Department Head should also retain a copy for their information.

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5-8 Exit Interview Form: All employees leaving the Town’s employment must schedule a time with the Town Administrator for an exit interview. Department heads are responsible for scheduling and coordinating a time with the Town Administrator and employee for the exit interview.

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> David Jodoin	Administrative Assistant		002-2002
<u>Original Policy Reviewed & Approved By:</u> Tom Gilligan	Board of Selectman Chairperson		03/03/2009
Carol M. Merrill	Board of Selectman		03/03/2009
Roger LaFleur	Board of Selectman		03/03/2009

Amendment Revision 1



**Town of Allenstown
New Hampshire**

FINANCIAL POLICIES & PROCEDURES

Town of Allenstown, NH

Title

PAYROLL APPROVAL POLICY

Policy No
#2009-003

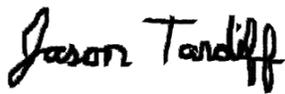
Original Adoption Date
03/03/2009

Revision - No. & Date
R2 03/06/17

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	Position	Signature	Date
<u>Amended Policy</u> <u>Prepared By:</u> Shaun Mulholland	Town Administrator		06/17/2013
<u>Original Policy</u> <u>Reviewed &</u> <u>Approved By:</u> Jason Tardiff Jeff Gryval Sandy Mckenney	Board of Selectman Chairperson Board of Selectman Board of Selectman		06/17/2013 06/17/2013 06/17/2013

Amendment Revision 2

	Position	Signature	Date
<u>Amended Policy</u> <u>Prepared By:</u> Shaun Mulholland	Town Administrator		
<u>Original Policy</u> <u>Reviewed &</u> <u>Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		03/20/2017



**Town of Allenstown
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**FINANCIAL POLICIES & PROCEDURES
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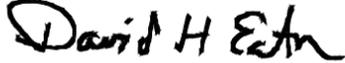
PAYROLL APPROVAL POLICY

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David Eaton	Board of Selectman		03/07/2017
Jeffrey Gryval	Board of Selectman		03/08/2017



**Town of Allenstown
New Hampshire**

**FINANCIAL POLICIES & PROCEDURES
Town of Allenstown, NH**

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PAYROLL APPROVAL POLICY

Policy No
#2009-002

Original Adoption Date
03/03/2009

Revision – No. & Date
R2 1/23/17

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Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption			Ben Fontaine Sandy McKenney Arthur Houle	0002-2002
Amendment Rev 1	All	Numerous updates	Jason Tardiff Jeffery Gryval Sandy Mckenney	6/17/13
Amendment Rev 2	All	Numerous updates	Jason Tardiff David Eaton Jeffrey Gryval	3/6/17
Amendment				

Signature Certificate

 Document Reference: 7Z4Z9JIBD2U9I5XHZALY86

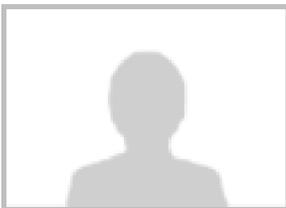


Jeffrey Gryval
Party ID: 5LUBGYI6RLUWA8BE7K6BKP
IP Address: 165.156.39.29
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

6dbd9742ef9d4954ad490c60b92ea3ab847367a2



David Eaton
Party ID: XS4TESJBR4IAML2XLN4XW7
IP Address: 24.91.232.121
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

1d038d989fd0aa6cb24302785bca51d8e72129d6



Jason Tardiff
Party ID: IPAAPPJGDKET9I8NZRCDUS
IP Address: 74.92.23.190
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

e06b30c8b9ab3015f191b947e1851d1799b09f43



Timestamp

2017-03-20 13:49:38 -0700
2017-03-20 13:49:37 -0700
2017-03-20 13:49:24 -0700
2017-03-08 03:30:34 -0800
2017-03-08 03:30:11 -0800
2017-03-07 16:13:58 -0800
2017-03-07 16:13:39 -0800
2017-03-07 11:27:31 -0800

Audit

All parties have signed document. Signed copies sent to: Jeffrey Gryval, David Eaton, Jason Tardiff, and Shaun Mulholland.
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 74.92.23.190
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 74.92.23.190
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 165.156.39.29
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 165.156.39.29
Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121
Document viewed by David Eaton (deaton@allentownnh.gov). - 24.91.232.121
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.