 <b>Town of Allenstown</b> <b>New Hampshire</b>	<b>FINANCIAL POLICIES &amp; PROCEDURES</b> <b>Town of Allenstown, NH</b>			
	<i>Title</i> <b>PAYROLL POLICY</b>			
	<i>Policy No</i> <b>#2009-002</b>	<i>Original Adoption Date</i> <b>03/03/2009</b>	<i>Revision – No. &amp; Date</i> <b>R1 6/17/13</b>	<i>Page No</i> <b>Page 1 of 5</b>

## 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 Timesheets:** Each Department Head/Employee is responsible for submitting their department's timesheets on a Bi-Weekly basis. All employees submitting a time sheet must sign the sheet. If changes are made to the sheet by staff the employee must initial change as soon as reasonably possible although not require for immediate payroll submission. Personnel who are exempt employees (Salary or Stipend) will only submit timesheets when they are taking one of the various leave benefits or they are working a detail that is paid outside of their normal salary.

Each timesheet will be reviewed by the Department Head and signed, which will indicate that it has been approved. Any timesheets not signed will be returned to the Department Head. All Timesheets 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 turned in **NO LATER** than 10 am Monday morning (unless a holiday occurs). If a holiday occurs on a Monday that is a payroll processing day, **ALL** timesheets must be turned in by 9:00 AM Thursday the week prior.

**5-2 Vacation/Sick Leave Slips:** Each employee is responsible for filling out a leave slip for all planned and unplanned absences. If sick, each employee will notify their respective Department Head. Once they return to work, they are required to fill out Payroll Form #2002-06. This form will also be used for vacations. It is the

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Department Heads responsibility to use these forms to assure that there is proper vacation coverage. All forms will be turned in weekly with the payroll.

**5-3 New Employees:** Information on new employees should be submitted as soon as possible to the Administrative Assistant, but at least by noon Thursday in order for all the information to be entered into the payroll system. Necessary Forms include the following:

- a. Approved Payroll Personnel Action Form Payroll Form #2002-07a
- b. I-9 U.S. Department of Justice Form.
- c. W-4 noting appropriate payroll deductions.

NOTE: The Department Head should allot and schedule one half (1/2) 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 Health and Dental benefits with the new hire.


**5-4 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 Wednesday. Each respective Department will distribute paychecks to their personnel.

**5-5 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 Form #2002-08. This will enable the Town to insure that all needed information is up to date and current.

**5-6 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, Personnel Action Payroll Form #2002-07a must be completed, approved by the Department Head, and

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authorized by the Board of Selectmen. A copy is to be retained by the Administrative Assistant and placed in their personnel folder. The Department Head should also retain a copy for their information.

**5-7 Exit Interview Form:** All employees leaving the Town's employment have as their option the ability to prepare an Exit Interview Form #2002-09.

## 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 &amp; 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

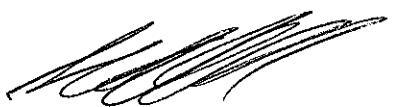


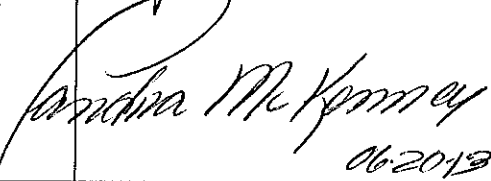
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	Position	Signature	Date
<b><u>Amended Policy</u></b> <b><u>Prepared By:</u></b> Shaun Mulholland	Town Administrator		06/17/2013
<b><u>Original Policy</u></b> <b><u>Reviewed &amp;</u></b> <b><u>Approved By:</u></b>  Jason Tardiff	Board of Selectman Chairperson		06/17/2013
Jeff Gryval	Board of Selectman		06/17/2013
Sandy Mckenney	Board of Selectman	 06/20/13	06/17/2013

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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				
Amendment				

