

 <p>Town of Allenstown New Hampshire</p>	<b>FINANCIAL POLICIES &amp; PROCEDURES</b> Town of Allenstown, NH			
	<i>Title</i> <b>PAYROLL APPROVAL POLICY</b>			
	<i>Policy No</i> #2009-003	<i>Original Adoption Date</i> 03/03/2009	<i>Revision – No. &amp; Date</i> R2 1/23/17	<i>Page No</i> Page 1 of 7

## 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: 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~~ 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. ~~signed, which will indicate that it has been approved. Any timesheets not signed will be returned to the Department Head.~~ All Timesheets 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 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 ~~Thursdayuesday, the week prior.~~



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**5-2 Vacation/Sick Leave ~~Slips~~Requests:** Each employee is responsible for ~~filling out a~~ leave slip 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. 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 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 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.

**5-34 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. Necessary Forms include the following:

- a. ~~Approved Payroll Personnel Action Form Payroll Form #2002-07a~~
- b. ~~I-9 U.S. Department of Justice Form.~~
- e. ~~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 employee benefits with the new hire.

**5-45 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 ~~Wedne~~Thursday. Each respective Department will distribute paychecks to their personnel.

**5-56 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 #2002-08. This will enable the Town to insure that all needed information is up to date and current.

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**5-67 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 Change Form ~~#2002-07a~~ 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 their ~~employees~~ personnel folder. The Department Head should also retain a copy for their information.

**5-78 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. ~~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



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<b><u>Original Policy Reviewed &amp; Approved By:</u></b>			
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

	Position	Signature	Date
<b><u>Amended Policy Prepared By:</u></b>			
Shaun Mulholland	Town Administrator		06/17/2013
<b><u>Original Policy Reviewed &amp; 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		06/17/2013



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**Amendment Revision 2**

	<u>Position</u>	<u>Signature</u>	<u>Date</u>
<u>Amended Policy Prepared By:</u> <u>Shaun Mulholland</u>	<u>Town Administrator</u>		
<u>Original Policy Reviewed &amp; Approved By:</u>  <u>Jason Tardiff</u>  <u>David Eaton</u>  <u>Jeffrey Gryval</u>	<u>Board of Selectman Chairperson</u>  <u>Board of Selectman</u>  <u>Board of Selectman</u>		



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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 <u>Rev 2</u>	<u>All</u>	<u>Numerous updates</u>	<u>Jason Tardiff</u> <u>David Eaton</u> <u>Jeffrey Gryval</u>	<u>1/23/17</u>
Amendment				