

## **PAYROLL**

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

## **FORMS REQUIRED**

1. **Timesheets:** Each Department Head/Employee is responsible for submitting either their departments or their individual timesheets on a Bi-Weekly basis. 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 will 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 8:30 AM Tuesday morning.
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 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.
3. **Proposed Employees:** Applications/resumes, with a letter of Recommendation from the Department Head, must be presented to the Board Of Selectmen for approval **PRIOR** to notification of hire to the potential Employee for all non emergency personnel. All applications/resumes will then become part of the employee's personnel folder located in the Selectmen's office. The Department Head may if he/she wishes, keep a copy for their own records.
  - (a) **Public Safety Personnel (Police/Fire):** With regards to the Public Safety Departments, the Police Chief and the Fire Chief shall have the Authority to hire an individual. Each respective Chief will then schedule as soon as possible and at the convenience of the Board of Selectmen, a time for the new hire(s) to be introduced to the Board of Selectmen.

4. **New Employees:** Information on new employees should be submitted as soon as possible to the Administrative Assistant, but at least by noon Friday in order for all the information to be entered into the payroll system. Necessary Forms include the following:
  - a. Payroll Personnel Action Form #payroll Form #2002-07
  - 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. **Payroll Period:** The pay period for the Town of Allenstown starts on Sunday 12 am and ends Saturday at 11:59:59 pm. Payroll is done Bi-weekly with payroll checks being available on Thursday. Each respective Department Head will distribute paychecks.
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 Form #2002-08. This will enable the Town to insure that all information for the IRS is up to date and current.
7. **Change of Pay Rate/Promotion:** Whenever an individual is either promoted or increased from one pay step to another, Personnel Action Payroll Form #2002-07 must be completed, approved by the Department Head, and 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.
8. **Exit Interview Form:** All employees leaving the Town's employment have as their option the ability to prepare an Exit Interview Form #2002-09. The employee should submit two (2) copies. One should be given to the Department Head, and one sealed copy to the Administrative Assistant to be placed in the Selectmen's review folder.

APPROVED THIS 25<sup>TH</sup> DAY OF MARCH, 2002 BY:

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Benjamin E. Fontaine, Jr. Chairman

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Arthur G. Houle, Selectmen

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Sandra A McKenney, Selectperson