

City of Saratoga Springs

**XI. PAYROLL PREPARATION AND
DISTRIBUTION**

Office of Finance

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XI. PAYROLL PREPARATION AND DISTRIBUTION

The City of Saratoga Springs currently pays its employees on a weekly basis. The workweek varies among employees, but in any case, all original time sheets and original time cards are due to the Finance Office on Monday of each week and paychecks are distributed by the Finance Office on Friday of each week.

Paychecks are “current”, for salaried employees, that is a Friday paycheck covers the week in which it is received. Paychecks are “on a lag” for hourly employees, that is, a Friday paycheck covers the week prior to the week in which the paycheck is received. Accruals are charged the week following the time actually taken for all employees.

Processing payroll involves payroll documentation, timecard verification, weekly input sheets, payroll certification, and paycheck distribution. All of these items must be carefully verified and properly approved. The following procedures are required:

A. Payroll Documentation

New hires are required to fill out the appropriate payroll documentation in the Finance Office prior to the effective date of hire. At that time, a certified copy of the Civil Service Certification (RPC) must be submitted to the Finance Office, and full time new hires of the City that are “benefit eligible” must schedule an appointment with the Health Benefits Administrator.

New hires for the Departments of Recreation, Public Works, Public Safety, and the City Center are to fill out the forms in their respective offices.

B. Time Card Verification

Time sheets must be completed daily by employees, signed by the employee at week’s end, and reviewed and signed by the Department Head or designee first thing Monday morning. See Chapter XII. Time Sheets for further information.

Time cards are to be punched at the beginning and end of each shift or part thereof by the employee only, and returned to the card racks located next to the time clocks.

C. Weekly Input Sheets

Weekly input sheets for the Account’s Office, Mayor’s Office and City Center must be filled in with the appropriate hours. These input sheets and the original time sheets must be submitted to the Finance Office by 11AM on Monday.

Public Works and Public Safety day sheets, weekly rosters, time sheets, time cards and work sheets must be submitted to the appropriate office by 11AM Monday. The Public Works and Public Safety Office Managers will complete the input of ‘hours worked’ and ‘charged time’

directly into the Earnings/Deduction File Maintenance database no later than 3PM on Mondays. Corrections must be submitted by 11AM on Tuesday. Original time sheets and original time cards and daily/weekly work rosters for Public Works and Public Safety must be submitted to Finance Office by 11AM Tuesdays for weekly auditing.

D. Payroll Certification

Payroll Certifications by the Department Head or designee of each department must be done before Paycheck Distribution. Certifications are printed out and available for signature in the Finance office by 11AM on Thursday. Certifications must be signed prior to check distribution on Friday.

E. Payroll Distribution

Payroll checks are available for distribution at 9AM every Friday in the Finance Office.

F. Early Paycheck Pickup

From time to time it is necessary for employees to receive paychecks prior to Friday. The Finance Office tries to accommodate these requests, and asks that the following procedure be observed.

In the instance where employees cannot pick up a paycheck on a Friday due to, for example, a vacation or personal day, they may make a request to the Finance Office, Payroll Division for Early Pick-up. The request must be in the following form:

1. Written. All requests for early-pick up must be in writing. See Sample Form P-1; available on the public drive as "Early Pick Up Paycheck Request Form". The request must include the date of the request, the name of the employee, the desired pick-up date, and be signed by the Department Head or designee. See attached form.
2. 24 Hour Notice; Thursday Pick-up: All requests for early-pick up must be made at least 24 hours prior to the desired pick-up date. Checks will be available on the Thursday immediately prior to the usual Friday distribution, at the close of the employees' work-shift. In the case of an emergency or other special circumstances, the Finance Office reserves the right to determine whether it can oblige a different pick up date.

F. Advance Paycheck

In the instance where employees desire a paycheck for time not yet worked, they may make a request to the Finance Office for an Advance Paycheck. The common request for an Advance Paycheck occurs when an employee is going on vacation and would like to receive the paycheck for the week they will be gone before the leave.

Advance Paychecks are charged against accrued vacation time. This means that the employee will get paid for vacation time that has been earned but not yet used. Later, when the employee takes that vacation time, no check will be processed. Advance Paychecks shall be requested as follows:

1. Vacation Time in the Bank. Employees must have accrued vacation time recorded in the Finance Office ledgers in the amount of the advance requested. The Advance Paycheck may be for the amount up to, but never more than, the value of the vacation time that is accrued and that will be charged.
2. Written. All requests for advance paychecks must be in writing. See Sample Form P-2; available on the public drive as "Advance Paycheck Request Form". The request must include the date of the request, the name of the employee, the amount of time requested, the desired pick-up date, and be signed by the Department Head or designee. If early pick-up is also necessary, please indicate this. The Finance Office reserves the right to determine whether it can oblige early pick-up in the case of advanced paychecks. See attached form.
3. Monday Deadline. All requests for advance paychecks must be received no later than the Monday before the Friday that the advanced paycheck will be received. Advance paychecks are distributed on Fridays along with the regular payroll, except where an early pick up has been approved.

