Payroll Processing Procedures

1. **Purpose:** to clearly establish deadlines for activities related to the payroll process.

2. **Authority:** St. Clair County Administrator/Controller's Office and Human Resources Department

3. **Application:** This procedure applies to all department heads and/or designees.

4. **Responsibility/Procedure:**

   a.) The Department Head or designee has the responsibility to submit all payroll related changes to the Human Resources in a timely manner using an Employee Activity Sheet. The deadline for submitting an Employee Activity Sheet is **Wednesday noon, the week prior to actual pay**. Departments are encouraged to submit Employee Activity Sheets in advance of the deadline to assure implementation since overtime may not be authorized to implement payroll changes submitted on or near the deadline.

   b.) The Human Resources Department will enter payroll changes into the system by **Friday at 8:00 a.m. the week prior to actual pay**. Any items not entered by 8 a.m. will be processed for the next pay period.

   c.) The deadline for entry of time and attendance remains **Monday noon, the week of the actual pay**, unless otherwise noted on the Payroll Schedule distributed at the beginning of each year. In the rare instance of multiple holidays impacting the schedule a revised schedule will be distributed by the Controller's Department as soon as practical. Time and attendance entry errors, uncorrected by noon on Monday, will be corrected in the next pay period. Departments are encouraged to start entering their time and attendance anytime after 8:00 a.m. Friday, the week prior to actual pay.

   d.) The final, signed payroll Batch Proof or Statement of No Exception Hours is due into the Accounting Department prior to any distribution of paychecks on Thursday.

   e.) Employee expense reimbursement forms are due in the Accounting Department no later than Thursday noon, **the week prior to actual pay,** to be included in the current pay period.

Any questions on the above procedures, please contact the Human Resources Department or the Controller's Office.