

## **SHELBY COUNTY, ILLINOIS PAYROLL POLICIES AND PROCEDURES**

This policy is based on Federal and State Labor Law, and the U.S. Citizenship and Immigration Service Law

1. Pay Periods run every two weeks starting on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. All pay checks for two-week pay periods will be distributed within six working days after the last working day of the pay period. Payment will be directly deposited into individual employee checking or savings accounts on the Friday following the end of the pay period. Paper checks will be available in the County Clerk's office for pick up by the Department Representatives on the Thursday following the pay period end date at 3:00 p.m. This will require a signature by the Representative for release.

2. General Policies:

- a. All employees of Shelby County are required to submit a time sheet, as directed by their Department Head, bearing the employee's signature and the signature of the Department Head.
- b. All accrued benefit time (vacation, personal, sick, compensation) will be tracked in the payroll system and by each Department Head.
- c. Payments made to employees will be based upon the time sheets submitted by the employee and approved by the Department Head.
- d. All new employees will be put on payroll with the Employee Data Form and provided a W-4 and I-9 for completion.
- e. The Employee Data Form will be required to make any pay rate changes, position changes or deductions for existing employees. This form will need to be signed by both the employee and Department Head.
- f. Upon the termination of an employee, the Employee Data Form must be signed by both the employee, if available, and the Department Head.

3. Procedures:

- a. Each employee will complete and submit a signed individual time sheet showing the hours worked with specific in and out times, as well as benefit time (sick, vacation, holiday, personal, or compensation time) used.
- b. Each Department Head will review for accuracy and sign the employee time sheet.
- c. Payroll deductions will be made for FICA, Federal and State Income Taxes, applicable health benefits, insurances, union dues, I.M.R.F and any other amounts required by State or Federal law. These accumulated deductions will be submitted to the proper entity on or before their due date.

- d. An accounting of the deductions will be given to the employee as part of the payroll documentation. Employees are instructed to verify that the deductions are correct and maintain their pay stubs.

4. COUNTY BOARD PAYROLL POLICY

- a. County Board committee meeting claim sheets should be submitted to the County Clerk's office no later than 8:45 a.m. on the Tuesday before the regular monthly County Board Meeting. These claims can be emailed to [shcoclerk@shelbycounty-il.gov](mailto:shcoclerk@shelbycounty-il.gov), faxed to 217-774-5291, or dropped off at the office, and must include a list of the dates of committee meetings and mileage claimed on each claim sheet submitted. All committee claim sheets must be signed by the Board Member seeking payment.
- b. The County Board Meeting will be tracked separately and should not be included on the claim forms. Forms not received by 8:45 a.m. on the Tuesday before the regular monthly County Board Meeting will be held for payment after the next month's regular meeting.
- c. Those board members selecting direct deposit will have a check stub emailed to them on the Friday following the County Board Meeting. Checks will be mailed the morning following the County Board meeting upon completion in the County Clerk's Office.

5. UNION CONTRACT CONFLICT: If any of these policies or procedures conflict with the current FOP or AFSCME contract, including any subsequently executed MOU's, the contract or MOU shall take precedence.

This policy replaces all previous Shelby County Payroll Policies and Procedures.