

SHELBY COUNTY, ILLINOIS TIMEKEEPING POLICY

Each employee will use the method of timekeeping, referred to herein as timesheets, (electronic or paper) as determined by their Department Head. Each Department Head is responsible for turning in timesheets to the payroll clerk by noon on the Monday of payroll week. Timesheets will be reviewed by the employee and signed by both the employee and the Department Head prior to submitting the timesheet to the payroll clerk. If Monday is a Holiday, payroll will need to be turned in as soon as possible on Tuesday morning, no later than noon.

If there are changes to be made to an employee's employment status, an Employee Change Form must be turned in to the payroll clerk before any changes can be made. This includes changes to pay, deductions, or benefits. It is the responsibility of the Department Head to manage and track the payroll time and payment of sick, personal, vacation, flex, and compensation time.

Time will be rounded to the nearest quarter with a seven-minute window each way. For example, for an employee who clocks in at 7:53, their time would be rounded to 8:00. If an employee clocks in at 8:08, their time would be rounded to 8:15. If flex time is used, the actual hours worked must still be written down on timesheets.

The payroll system will track benefit time, but the timesheets must reflect a before and ending balance of benefit time. The payroll department will send a leave report to each Department Head after every payroll, and it is the Department Head's responsibility to make sure the benefit time is accurate. Benefit and payroll disputes shall be resolved before the next payroll period.

All benefit time (sick, personal, vacation, and compensation) will accrue at the rates outlined in the employee's respective union contract or employment agreement.

If a new employee is hired at a different benefit step, the Department Head will provide the payroll clerk, in writing, the starting benefit amount for that employee.

New employee paperwork must be completed and turned in to the County Clerk's office on the first day of employment. Department Heads shall provide any new employee with all required State and Federal forms that need to be filled out prior to receiving a paycheck. The packet will also contain all health insurance information and enrollment forms to be turned in on the first day of employment.

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 Timekeeping Policies.