

## 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 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 Human Resources Department as soon as practical. All departments must enter all time off in the payroll system each payroll. 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 any time 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 Human Resources Department prior to any distribution of paychecks on Thursday.
  - e.) Employee expense reimbursement forms are due in the Human Resources Department no later than Thursday noon, **the week prior to actual pay**, to be included in the current pay period.
  - f.) Direct deposit is mandatory for employees newly hired or rehired after September 19, 2024.

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