

SECTION 14 PAY PERIODS, PAYCHECKS AND TIMEKEEPING.

14.1 PAY PERIOD A “pay period” is a two-week period beginning Saturday at 12:01 a.m. and ending Friday at midnight. This method of payment results in twenty-six (26) pay periods per year in most years; in some years, twenty-seven (27) pay periods will result.

14.2 PAYCHECKS will be issued every other Friday at a time and place determined by the Department Director/Elected Official. If a holiday falls on Friday, checks will be issued on Thursday. Paychecks may be issued early, but only in cases of emergency, and only after approval of the Department Director and the Payroll Supervisor. Paychecks may be released to a designee of the employee upon presentation of written authorization.

14.3 TIME SHEETS shall be completed and signed by the employee, the employee’s immediate supervisor, and the Division Director or Department Director/Elected Official. At the completion of each pay period, after approvals the time sheets will be forwarded to the Finance Department.

14.3.1 ACCURACY OF TIME SHEETS It is the responsibility of each employee to accurately record the time spent on the job performing assigned duties. Each employee must sign the time sheet thereby certifying the accuracy of all time recorded. If the employee makes any corrections or modifications to the time sheet, the supervisor must verify the accuracy of the changes by initialing beside the change. Any adjustments required because of an employee error on a timesheet shall be made in the next full pay period. Failure to provide accurate timesheets may be grounds for disciplinary action up to and including termination.