

**SUBJECT: TIMESHEETS/PREPARATION OF PAYROLL**

**PURPOSE:** To establish guidelines for preparation of employee time sheets and Town payroll.

**STATEMENT OF POLICY:** It is the policy of the Town of Laurel Park that time sheets are to be completed by all employees.

The time sheet shall include: employee name, pay period, employee’s signature, and department head’s signature. In addition, hours to be compensated shall be broken down on a daily basis within the following categories admin, police, street, , overtime, holiday time, vacation leave, sick leave, compensatory time, etc.

On Monday following the end of the preceding bi-weekly pay period, employees will complete and deliver timesheets to the Department Head by 9:00 a. m. The Department Head will then review and deliver timesheets to the Finance Officer by 10:00 a.m. the same day. The Finance Officer will compute earnings as well as deductions.

Falsification of time records for payroll purposes is reason for discipline as stated in Administrative Policy 300.01 *Employee Conduct*.

The Town shall maintain payroll records for a minimum of seven years.

Employees may direct inquiries concerning payroll matters through their department head to the Finance Officer.

**EFFECTIVE:** 04/01/98

**LAST REVISED:** 03/15/22

**APPROVAL:** \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER