

**ALLEGAN COUNTY  
POLICY**



**TITLE: PAYROLL AND REPORTING  
POLICY NUMBER: 306**

**APPROVED BY: Board of Commissioners**

**EFFECTIVE DATE: May 11, 2023**

- 1. GENERAL:** Allegan County observes a bi-weekly payroll period, with each pay week starting on Monday and ending on Sunday. Information regarding an employee's address, deductions, tax exemptions, etc., is maintained by the Human Resources Department. Employee hours of work or paid time off are reported on the designated Payroll Certification form (timesheet), and paychecks are processed by the Human Resources Department and distributed by the Allegan County Treasurer.
- 2. EMPLOYEE INFORMATION:** Employees are responsible to ensure that accurate information is contained within their personnel file for purposes of payroll, government reporting, and benefit records. Any changes or updates can be made by contacting the Human Resources Department or by completing the necessary forms and submitting them to the Human Resources Department (for example, tax exemption forms). Changes to benefits or qualified dependents must be made within thirty (30) days of the qualifying event. Changes that will affect your payroll or deductions must be received in the Human Resources Department no later than the Wednesday prior to the pay period end date to be effective on that pay period.
- 3. DIRECT DEPOSIT:** Allegan County encourages all employees to participate in direct deposit of their bi-weekly payroll. Employees can elect up to six accounts for deposit of funds or automated payments, however, when participating in direct deposit, then Allegan County requires one hundred percent (100%) of the employee's earnings to be deposited. Information and forms can be obtained in the Human Resources Department.
- 4. REPORTING HOURS OR LEAVE TIME:** All employees are required to submit a timesheet for purposes of accurate payroll reporting and processing. Timesheets shall be submitted and approved consistent with Human Resources and departmental procedures.

All per diem and mileage payment requests to be processed through payroll are encouraged to be submitted within the quarter the activity occurred; however, such requests must be submitted prior to or within the last payroll of the fiscal year during which the activity occurred.

Fraudulent reporting of hours, per diem, mileage processed through payroll, and/or leave time will subject an employee to discipline up to and including termination and potential legal penalties. Supervisory approval for hours and/or leave time entered into the payroll system is required prior to the processing of payroll.