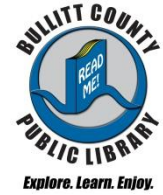


## Timesheets And Payroll

*Created 1/13/2015*



Timesheets are required for all personnel. Timesheets are legal documents. All work time should be reported in fifteen minute increments. Each employee is responsible for completing their own timesheet.

Timesheets for staff must typically be submitted to the Administrative offices on the Monday immediately following the end of the pay period. There may be some circumstances that dictate employees submit their timesheets prior to the Monday immediately following the end of the pay period and the Administrative offices will give advanced notice if and when that should be necessary. Staff members are responsible for checking for accuracy and completeness.

Falsifying a timesheet could be cause for immediate dismissal.

All members of the staff are paid every other week on Friday. Pay statements and/or live checks are placed in each employee's mailbox.

For each pay period, regular deductions are made for Social Security, Medicare, and Federal, State, and Local income taxes. Full-time staff members are required to contribute to the Kentucky County Employees Retirement System (CERS) retirement plan. When applicable, other deductions elected by or required of the employee will be indicated, including health insurance, deferred compensation, and supplemental insurance. All deductions will be shown on the employee's pay statement.

Pay statements will indicate vacation, sick, and other types of leave accrual. In all cases, the Library's own records will be considered the final authority in determining the amount of leave accrued or "banked" by each employee. Strict attention to these balances is encouraged.

Questions about pay statements should be directed to the Administrative offices.