



June 17, 2021

**Procedure for Handling Issues with Payroll Department**

The Payroll Department has informed this office that any questions or concerns about recorded Vacation, Sick, or Accrued time must be conducted through our Fiscal Officer. They will correspond with one person within our department on the above related items.

***Time Sheets – Payroll Issues***

The Fiscal Officer will be the contact person in the Health Department for the Payroll Department.

The Fiscal Officer is responsible for reporting time for each employee to the Payroll Department. Whether time was taken or any amount of Sick and Vacation that was taken within a pay period.

**Procedures for Time Sheets**


- The Fiscal Officer will notify everyone when Time Sheets are due. It is the employee’s responsibility to assure that a completed and approved time sheet is provided to the Fiscal Officer.
- Time Sheets are to be completed, signed, dated, reviewed and approved by section Director. Once approved by the Director Time Sheets are to be submitted to the Fiscal Officer.
- The Fiscal Officer is responsible for keeping the Time Sheets on file and reporting time to Payroll Department.
- Any questions or concerns about Vacation, Sick or accrued time must first be presented to the Fiscal Officer who will contact the Payroll Department.

**Auditor’s Office**

The Fiscal Officer will be the contact for the Auditor’s Office also. Any questions or concerns about funds will be first presented to the Fiscal Officer who will then contact the Auditor concerning the issue.

Please sign, date and make a copy for your own records. The original copy will be on file in your Personnel File.

  
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Signature

  
\_\_\_\_\_  
Date