

To: Powell Township Employees

From: Sara Drury, Powell Township Clerk



6-8-2009

RE: Payroll Policy

Beginning July 1, 2009, the following payroll policy will be instituted.

All salaried and hourly employees, other than maintenance staff, will be paid on the 15<sup>th</sup> of each month for work completed in the prior month. (June work completed will be paid July 15, July work completed will be paid August 15). Time sheets must be turned into the Clerk's office by the first Tuesday of each month. (June time sheets are due July 7, July time sheets are due August 4).

If you are currently being paid quarterly or on a per meeting basis, you are now required to fill out a combined monthly time and expense sheet and follow the above stated policy.

A new time and expense sheet has been designed and will be used by all employees including those paid on an hourly, salaried, per meeting or per run basis. The time and expense sheet must be filled out completely and turned into the Clerk's office no later than 5 pm on the first Tuesday of the following month. All expenses that an employee requests reimbursement for must be listed on the front of the form and the receipts attached to the time and expense sheet. Any time sheets not received by this time will be paid the following month.

All Powell Township maintenance employees will be paid twice a month on the 15<sup>th</sup> and the last business day of each month. Time and expense sheets are due in the Clerk's office by the first Tuesday following the end of each pay period. The pay periods will be as follows:

- The first of the month thru the 15<sup>th</sup> of the month will be paid on the last business day of the month. (Work completed June 1 thru June 15 will be paid June 30).
- The 16<sup>th</sup> of the month thru the last day of the month will be paid on the 15<sup>th</sup> of the following month. (Work completed June 16 thru June 30 will be paid July 15).

A new time and expense sheet has been created and is enclosed with this memo along with a payroll schedule for the remainder of 2009. Department heads should keep an original for photocopying and distribute to all employees in your department. A brief description of how the new time and expense sheet should be completed has also been included for your convenience. In addition, this form is also available in a spreadsheet format which can be filled out monthly and submitted via email for your convenience. Please send me an email to request this format at [ptclerkdrury@gmail.com](mailto:ptclerkdrury@gmail.com).

Thank you in advance for your cooperation.