FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

PROCEDURE FOR PAYROLL CYCLE

The Library uses Paylocity online software for staff time-keeping and payroll.

* All employees are paid biweekly.
* Non-exempt staff members log on to the online tool and punch in for their scheduled shifts. They approve their shifts and submit their timecard electronically.
* Staff Reimbursements are paid to staff thru the payroll process. *See -For Business Office use only-*on the Staff Purchases, Mileage, and Travel Reimbursement Request Forms*.*
* At the end of each pay period, each Department Manager or Supervisor logs on to the payroll tool and reviews and approves time sheets for their staff.
* The Director of Support Services logs on and reviews the timesheets for accuracy and completeness and then creates payroll batches and Exempt and Non-exempt hourly Preprocess Registers for the Director to approve. *See Procedures for Processing Each Payroll*
* The Director logs on, approves batches and submits payroll for processing by the payroll company.
* After payroll is processed, the Assistant Director of Support Services forwards the following payroll reports to the Business Services Specialist:
	+ Payroll Summary
	+ Payroll Register
	+ Check Register
	+ Preprocess Register – Exempt Employees
	+ Preprocess Register - Non-Exempt, Hourly Employees
	+ Time Card Report
	+ WebTime Time Card Approval Worksheet
	+ When to Work Published Schedule of Hours Worked
	+ Monthly Gross Wages (last payroll of the month)
	+ Paylocity Invoice
* The Business Services Specialist imports the payroll data from Paylocity to the financial software following instructions in the *Procedure for Processing Each Payroll*, verifies entries against paper reports, and posts the payroll batch. The Business Service Specialist files the reports in the Payroll binder.