

# POLICY

05-06:02 A 2005

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**To:** All Employees  
**cc:** Select Board  
**From:** Sanford I. Miller, Town Manager  
**Re:** Policy Memorandum # 05-06:02 A (Administrative)  
Payroll and time accruals  
**Date:** November 8, 2005

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## EFFECTIVE DATE - IMMEDIATELY

**PURPOSE:** The intent of this policy is to clarify the process for submitting documentation for Town Employees to receive accurate payroll and time accruals. It is also intended to simplify our processes, thereby eliminating duplication of effort.

## **PROCEDURE:**

### *Leave Request Forms:*

- A. Individual Employees will continue to fill out Leave Request Forms in a format determined by Management. A copy of the approved form is attached.
- B. Department/Division Heads will approve, reject or modify Employees' requests as before. Department/Division Heads' requests for time off must be approved by the Town Manager or his/her designee.

### *Payroll Input Forms:*

- A. Department/Division Heads will continue to monitor leave and use the Leave Request Form to document time used on the Payroll Input Forms. A copy of the Payroll Input Form is also attached.
- B. Payroll Input Forms, with all supporting documentation, including time cards and leave sheets, will be submitted to Town Manager's Office no later than Monday Noon the week of payroll.
- C. The Town Manager or his/her designee will sign the Payroll Input Forms.
- D. A copy of the Payroll Input Forms will be sent by the Town Manager to the Finance Department as soon as practicable thereafter.

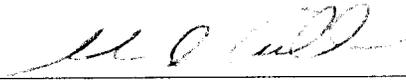
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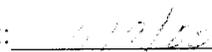
Payroll and time accruals *Time Accruals*:

- A. The Town Manager's Office will retain the original Payroll Input Forms and all supporting documentation such as time cards and Leave Request Forms.
- B. The Town Manager's Office will perform random audits on Department submissions to determine the accuracy of the Payroll Input Forms.
- C. The Finance Department, using the Payroll Input Forms, will input Payroll and record leave as listed on the Payroll Input Forms. This data will be printed on the employees' paycheck stub.
- D. NEMRC summary sheets and Excel spreadsheets for each employee will no longer be sent out.
- E. It will be the responsibility of the Employee to verify time accruals, time taken and time balances. This information will appear on their paycheck stub. .

Dated this 8<sup>th</sup> of November, 2005 by

Town Manager, Sanford I. Miller

  
\_\_\_\_\_

Filed with the Town Clerk:  Attest:  \_\_\_\_\_

**LEAVE REQUEST**

*Please use this form for multiple leave dates\**

**TO:**  
**FROM:**  
**DATE:**

*I certify I have adequate leave to cover this request*

CHANGES must be approved/initialed by the Department Head/Supervisor on this form.  
Vacation (actual dates, must take at least 4 hours, specify a.m. or p.m. or full day)

Floating Holiday:

Sick time :

Donation of    hrs of my sick time

Comp taken:

To:

Personal time:

:

Other: Bereavement Leave/Family Leave/Military Leave/Unpaid Leave:

*Reason for leave request:*

Conversion:

*hours of sick for*

*hours of vacation (based on Union/Personnel Rules & Regs guidelines.)*

**Signature of Employee**

**Date:**

I understand it is my responsibility to understand the Rules and Regulations governing leave request(s) noted herein.

**DEPARTMENT HEAD/SUPERVISOR:**         *approved*         *disapproved;*

*Signed*

*Stipulations*

*Reason for denial*

**ACTION BY TOWN MANAGER:**         *approved*         *disapproved*

*Signature:*

*Stipulations, if any:*

*If Denied, reason:*

\*Please use this form to request multiple days that you are aware of at this point in time, regardless of how many pay periods it might involve.

Sample

Town of Milton Payroll  
Input Form

For the Pay Period: OCT 30, 2005 - NOV 12, 2005

Payday: NOV 18, 2005

Department: 010 Town Manager's Office

Regular Employees:	Total Hours	Regular Hours	Overtime Hours	Indicate Leave Time Taken for All Employees * (Leave Forms Are Required To Be Completed For All Leave Time Taken)							Other Pay
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Couture, Elizabeth				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Miller, Sanford				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Mitchell, Dencie				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Adams, Darren				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	paid 500.00
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Moore, Roderick				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	paid 166.67
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Other Employees Roger Dickinson				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	

\* Leave Codes:

- V = Vacation
- P = Personal
- S = Sick
- BE = Bereavement
- FH = Floating Holiday
- CT = Comp Taken
- CE = Comp Earned
- O = Other
- ADM = Administrative

Department Head Signature \_\_\_\_\_

Town Manager Signature \_\_\_\_\_