

SECTION 8 PAYROLL

A. POLICY STATEMENT: It is the policy of Hubbard County to compensate employees bi-weekly. Direct payroll deposit requests must be in writing at hire, on an annual basis, and thereafter as needed.

B. PAY PERIODS: A payroll schedule shall be determined annually by the Coordinator's Office and distributed to each department prior to the beginning of each year. The Coordinator will provide the schedule to all new employees.

C. DIGITAL PAYSTUBS

1. Digital pay stubs shall reflect compensation for regular hours, overtime worked, paid time off (PTO), holiday pay and other paid leaves as set forth in the applicable collective bargaining agreements (ie: vacation pay sick pay and/or personal leave).
2. Bi-weekly pay stubs shall be available digitally on Friday by accessing the employee's personal online account at <https://etime.co.hubbard.mn.us>.
3. When a payday occurs on a holiday, the digital pay stub shall be available on the preceding work day.
4. When an employee terminates whether by resignation or discharge the terminal payroll shall be issued in accordance with Minnesota Law.
5. Direct deposit is mandatory for all employees.

D. RECORD KEEPING

1. Time cards or digital time sheets shall be the official record of hours worked and paid leave hours claimed by all employees in each pay period. Non-exempt employee's hours worked and leave taken shall be recorded to the nearest ¼ hour increment. Exempt employees should record only leave used to the nearest half day.
 - a. The Department Manager shall be responsible for the completion of a digital time card or time sheet for each employee in the department.
 1. Regular hours, overtime worked, holiday, paid time off and other paid leave hours as set forth in the applicable collective bargaining agreements (ie. vacation, sick and/or personal leave) claimed by each employee must be accurately identified on the digital time card or sheet.
 2. Completed digital time cards must be digitally signed or time sheets must be signed by the Department Manager and the subject employee to verify accuracy of the reporting.
 3. The Department Manager shall submit the completed digitally signed time card or signed time sheet for the pay period to the payroll system/person within two (2) working days after the end of the pay period, whenever possible.
 - b. The payroll person shall maintain a cumulative record of regular hours worked, overtime worked, any holiday, paid time off (pto) and other paid leave hours as set forth in the applicable collective bargaining agreements (ie. vacation, sick and other paid leave hours) claimed by the employee.
 - c. An employee may be subject to disciplinary action up to and including dismissal for making false claims of hours worked or leave hours taken.
2. The department manager shall be responsible for providing the Coordinator's Office with current information regarding new hires, terminations, and changes in wages, job classification, department, and hours (change in shift or the number of regularly scheduled hours).
 - a. New hires - The "Employment Data Changes" form shall be completed by the department manager and submitted to the Coordinator for review prior to submission to payroll.
 - b. Terminations and changes in wages, job classification, department and hours - The "Employment Data Change" form shall be completed by the department head and submitted to the Coordinator for review at least five (5) working days before the end of the pay period in which the changes are to become effective. If the changes are consistent with the approved personnel policies and the classification and pay schedule, the form shall be forwarded to the payroll person for processing. The form shall be filed in the employee's personnel file.