

Finance - Payroll Corrections

Application

This policy and related procedures for the correction of payroll discrepancies applies to library employees, the Director, Treasurer, designee and the library's accountant or bookkeeper.

Statement of Purpose

The library compensates all employees for time worked and approved paid leave. The library also has an interest in avoiding unanticipated expenses. This policy sets plans in place for instances where errors are made by any personnel in tabulating or calculating that compensation.

Policy

In the event of substantial underpayment (greater than \$25), payment by check will be authorized by a signatory of the Operations Account as soon as possible; an employee may elect to delay the corrective payment until the following regular pay date. In the event of less substantial amount of underpayment or any overpayment of wages or paid leave, the employee's pay will be corrected at the next standard pay period. Written acknowledgement of any correction will be signed by the employee and supervisor then provided to the payment authorizer and bookkeeper to be processed in a timely manner. Written documentation of corrections in payroll will be provided to employees.

Responsibility

Employees are responsible for ensuring that the pay they receive matches the time they've submitted to the Director for payment. The Director is responsible for ensuring that time submitted by employees for payment corresponds to actual time worked or previously authorized for payment from paid time off. The Treasurer or designee is responsible for authorizing the Director's request for payment and related disbursements. Reporting payroll obligations and adjustments to the Board of Trustees are also the responsibility of the Treasurer or designee. The Treasurer will review previous month's payroll reports when the claims packet is examined during the board meeting.

The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 1/12/2017

Revised: 3/25/2021, 9/12/2024

Reviewed by / on: