

Timesheets and Payroll

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Timesheets

Timesheets are required for all personnel. Timesheets are legal documents. Each employee is responsible for completing their own timesheet using the online time recording system. Supervisors are responsible for checking for accuracy, completeness, and date.

Timesheets may indicate Vacation, Sick, and other types of leave accrual. In all cases, the Library's own records will be considered the final authority in determining the amount of leave accrued by each employee. Strict attention to these balances is encouraged.

Falsifying a timesheet could be cause for immediate dismissal.

Payroll

All members of the staff are paid by direct deposit every other week on the Friday following the end of the pay period. Pay statements will be distributed by the Director as soon as they are available.

For each pay period, regular deductions are made for federal, state, and local income taxes, and Social Security/Medicare. When applicable, other deductions elected by the employee will be indicated, including health insurance, dental insurance, and other types of supplemental insurance. Full-time staff members are required to contribute to the retirement plan. All deductions will be shown on the employee's pay statement.

Questions about pay statements should be directed to the Director.