



Medina County Policy Manual



Policy: Payroll Processing	Section: Pay Practices	Number: 3.035
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 3

- A. Medina County pays employees by warrant. A warrant is similar to a check in that it is a negotiable instrument that is drawn on the treasury of the County.
- B. The work week begins at 12 midnight on Sunday and ends at 11:59:59 p.m. seven days later on the following Saturday.
- C. Employees are paid biweekly every other Friday. Normally, pay will not be distributed prior to the authorized payday.
 - 1. The pay period covers two (2) weeks and ends on the second Saturday of the bi-weekly pay period. Employees are paid every other Friday for the two (2) preceding weeks.
 - 2. Warrants/direct deposit vouchers are available for departmental pick-up from Human Resources by the designated employee beginning at 8:00 a.m. on Friday.
 - 3. Warrants should not be held in a department longer than three working days. If a check has not been claimed, it should be returned to Human Resources. If a check is distributed incorrectly, that check should be returned to Human Resources immediately.
 - 4. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day before the regularly scheduled payday. If a regular payday falls during a staff employee's vacation, the employee's pay will be available upon his or her return from vacation.
 - 5. Federal, state, and municipal laws require automatic deductions of appropriate taxes and other deductions from employee's wages including PERS. Employees hired after April 1, 1986, must also pay the Medicare tax of 1.45% of gross salary.
 - 6. Other voluntary payroll deductions include: insurance, deferred compensation, United Way, etc.

Policy: Payroll Processing	Section: Pay Practices	Number: 3.035
Issued: 09/17/07	Reviewed/Revised:	Page #: 2 of 3

7. The employee is responsible to review the information on his/her pay stub to ensure accurate payment, deductions, and balances.

8. Employees are also responsible for notifying their Supervisors or payroll personnel of any status change in tax, address, bank, or any other information that may affect payroll.

D. Employees may have pay directly deposited into their bank accounts by completing the Direct Deposit Authorization Form, available through Human Resources. Employees will receive an itemized non-negotiable statement of wages and deductions when receiving direct deposits as they would if they were receiving a negotiable warrant.

1. Employees going on direct deposit will receive, for the first time only, a negotiable warrant issued by the Auditor. This warrant must be cashed/deposited. At the same time, the Auditor will send the employee's financial institution a "pre-notification" to confirm the account where the employee directed his/her money is correct.

2. In order to ensure that all employees receive their pay during emergency situations and emergency closures (i.e. snow) the County encourages employees to use the automatic payroll direct deposit program. There is no fee for this benefit. Without automatic direct deposit, pay during an emergency closure or catastrophic event could be delayed. Employees may sign-up for direct deposit through Human Resources.

E. Employees are to immediately report the loss of a warrant to Human Resources. An immediate replacement is not possible. The employee will be required to sign an indemnity bond and a warrant will then be reissued to the employee by the Auditor's office in approximately three (3) working days.

F. Payroll Calendar

1. Typically there are 26 pay periods throughout the year. Employees are paid twice a month for ten months and paid three times in two of the months. Because the months vary each year as to which ones have three pays, employees are advised to check with Human Resources or at their web site at www.hr.medinaco.org under *General Info*.

Policy: Payroll Processing	Section: Pay Practices	Number: 3.035
Issued: 09/17/07	Reviewed/Revised:	Page #: 3 of 3

2. If a holiday falls on a payday, warrants will be issued on Thursday, except in extenuating circumstances when paychecks will be issued on the following Monday.
- I. Questions regarding wages/hours should be directed to Human Resources. Questions dealing with benefit plan deductions, tax withholding, garnishments, exemptions, W-2 statements, and direct deposit changes are to be directed to the Auditor's office.
 - J. A written authorization signed by the employee must be given to their department head/supervisor before issuance of a paycheck to any person other than the employee.
 1. Such statement must explicitly authorize a person to pick up the employee's paycheck in lieu of the employee.
 2. The authorized person must be able to produce identification at the time he/she arrives to pick up the paycheck.
 - K. Pay advances are not permitted.