

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0594 (HR)
Effective Date: 09-25-00
Person Responsible: Human Resources Coordinator

Subject: Changes to Payroll Records
Last Revision: 05-01-2023

Approvals/Date:

Brent C. Baer 5/15/2023
Superintendent, WCBDD

Date

Department Director

Date

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| 1. All changes made to payroll records must be initiated/authorized by the Superintendent and Human Resources Coordinator. |
| 2. When changes are made in computerized payroll system, employee making change is to initial and date authorizing form (Payroll Adjustment, Sick Leave Payoff, Vacation Payoff, Personnel Action Request, and various withholding consent forms). These forms are filed by pay period in the HR Department's permanent records file. Employee authorized changes in tax withholding and/or direct deposit account is filed in employee tax file located in individual's personnel file. |
| 3. All changes are also recorded in the "NOTES" section of the employee record. This allows for a narrative description of changes that have been made. An "Exception" Report is printed out for each pay period. This report lists all changes initiated during that pay period with the descriptive narration. This report is scanned and stored in the G Drive and accessible to the Fiscal and Human Resources Departments. This report is also copied and disbursed to the fiscal office. |
| 4. This documentation allows for an audit trail for all changes made to employee payroll records. All changes and corrections made to any facet of the payroll system should be able to be traced to the proper authorization filed by pay period. |

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