

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 3. EMPLOYEE COMPENSATION

3.1 PAYROLL, PAY PERIODS AND TIME SHEETS

PAY PERIOD

THE PAY PERIOD FOR LAMPASAS COUNTY SHALL BE BIWEEKLY WITH CHECKS BEING ISSUED EVERY TWO WEEKS ON ALTERNATE THURSDAYS.

IF A PAYDAY FALLS ON A HOLIDAY, PAYCHECKS SHALL BE ISSUED ON THE LAST WORKDAY IMMEDIATELY PRECEDING THE HOLIDAY.

TIME SHEETS

EACH EMPLOYEE SHALL BE REQUIRED TO FILL OUT A TIME SHEET TO BE TURNED IN TO HIS/HER SUPERVISOR NOT LATER THAN THE LAST DAY OF EACH PAY PERIOD. FAILURE TO COMPLETE A TIME SHEET MAY RESULT IN AN EMPLOYEE ONLY RECEIVING MINIMUM WAGE PAYMENT UNTIL A PROPER TIME SHEET HAS BEEN COMPLETED AND TURNED INTO A PAYROLL DEPARTMENT. ALL CORRECTIONS WILL BE MADE ON THE NEXT REGULARLY SCHEDULED PAYROLL. THE TIME SHEET PREPARED BY THE EMPLOYEE SHALL SHOW AN ACCURATE RECORD OF ALL TIME WORKED AND LEAVE TAKEN, WHETHER PAID OR UNPAID, FOR THE PAY PERIOD. TIME SHEETS ARE GOVERNMENTAL DOCUMENTS AND AS SUCH REQUIRE ACCURATE AND TRUTHFUL INFORMATION. FALSIFYING A TIME SHEET, A GOVERNMENTAL RECORD, IS A CRIMINAL OFFENSE.

EACH ELECTED OFFICIAL/ DEPARTMENT HEAD IS RESPONSIBLE TO ENSURE THAT ALL HOURS WORKED AND LEAVE TIME TAKEN ARE ACCURATELY REPORTED ON THE TIME SHEETS SENT TO THE PAYROLL OFFICE. TIMESHEETS AS OFFICIAL RECORDS WILL REFLECT ACTUAL TIME WORKED OR LEAVE TIME TAKEN IN ACCORDANCE WITH POLICY.

THE PAYROLL OFFICE WILL DIRECT TIMESHEET QUESTIONS OR CLARIFICATIONS REGARDING TIMESHEETS TO THE AFFECTED ELECTED OFFICIAL /DEPARTMENT HEAD OR DESIGNEE. TO ENSURE TIMELINESS OF PAYROLL PROCESSING, AN ELECTED OFFICIAL/ DEPARTMENT HEAD AS SOON AS POSSIBLE AND BEFORE THE LAST DAY OF A PAY PERIOD WILL ADDRESS QUESTIONS OF POLICY APPLICATION TO HUMAN RESOURCES. IN THE EVENT AN ISSUE ARISES DURING PAYROLL PROCESSING THAT IS NOT RESOLVED, A FINAL RESOLUTION MAY BE ADDRESSED IN THE PAYROLL FOLLOWING. (SEE POLICY 3.5 DOCUMENTATION).

PAY ADVANCES

ADVANCES IN PAY SHALL NOT BE MADE TO ANY EMPLOYEE FOR ANY REASON.