

## **501 TIMEKEEPING**

Supervisors will establish and communicate required work schedules for non-exempt employees. Any change to the approved work schedule must be made by the supervisor.

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require Hall County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Shift-swapping is the practice of trading work shifts. Hall County does not allow time- or shift-swapping between employees unless it is previously authorized by all shift supervisors involved. Time- or shift-swaps without authorization are grounds for disciplinary action.

No employee shall in any way knowingly participate in falsifying records including but not limited to payroll, purchasing, payment approval, receiving or inventory records. Falsification of records may result in disciplinary action, up to and including termination of employment.

## **502 PAYROLL**

### **502.1 PAYDAY**

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Hall County. Employees will receive an itemized statement of wages when Hall County makes direct deposits.

### **502.2 PAY DEDUCTIONS**

The law requires that Hall County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Hall County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Hall County matches the amount of Social Security taxes paid by each employee.

Hall County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact Payroll at (770) 297-5500.