

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
PAYROLL PROCEDURES

Regulation No:
2.11

Effective Date:
March 20, 2012

Supersedes: December 7, 2010

I. PREPARATION

- A. All payrolls are prepared by the Finance Department from time sheets which have been approved by the appropriate supervisor and verified by the department directors. Paychecks shall be electronically deposited every two weeks on Friday. If that Friday is an official Town holiday, paychecks will be electronically deposited on the last regular workday prior to the holiday. The payroll period is defined as the two weeks ending on the Saturday prior to payday.
- B. The Town does not distribute paychecks on any other day nor will it grant any request to issue a paycheck other than on the regular pay date.
- C. The Director of Finance makes deductions from employees' gross pay for Federal and State income taxes, health insurance premiums, contributions to Social Security, the Virginia Retirement System and the Police Pension Plan. Employees must authorize payroll deductions in writing. Other individual deductions may be made only with the approval of the Town Manager or by court order.

II. PAY AT TIME OF TERMINATION

- A. Upon termination of employment, the Director of Finance deducts and withholds from the final paycheck any amount owed the Town. Final paychecks are not issued until the extent of any such indebtedness has been determined and authorized for release by the Administrative Services Director.

III. EFFECTIVE DATES FOR PAYROLL CHANGES

- A. The effective dates for changes due to in grade promotion, demotion, anniversary date increase or any other salary adjustments will be specified on the Personal Action Form. All wage changes will be processed by Payroll as of the first day of the pay period that contains the change.
- B. All changes for payroll (i.e., address change, income tax withholding, direct deposit, etc.) must be received by the Administrative Services or Payroll Office by the close of business on the last Thursday of the current pay period and received in the Finance Department by close of business on the last Friday to be effective in that pay period.

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IV. DIRECT DEPOSIT

A. New Town Employees, Retirees, Board and Commission Members

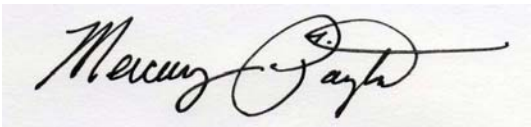
1. All individuals added to the payroll system are required to enroll in the direct deposit program.

B. Changes to Direct Deposit Account/Bank Designations

1. Forms: Within the Finance Department, the Payroll Specialist has all the forms necessary to enroll in or change a direct deposit designation. These forms must be directly returned to the Payroll Specialist for processing.
2. Change of bank or deposit amount: A new authorization form must be completed whenever a change is made. Upon its receipt by the Payroll Specialist, the change will begin with the next pay period.

V. APPLICABLE DOCUMENTS

Direct Deposit Authorization (AS 2.11-1)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	3/20/2012