



## **Mendon Public Library Payroll Processing Procedures**

The library staff is paid every two weeks or 26 times per year. Employees are strongly encouraged to have wages direct-deposited into an account of their choice, conditional on the library's ability to make such deposits.

Cost of living and merit increases will be given as the library budget allows. Typically, these adjustments will be effective January 1. The Board will approve annual salaries.

Time sheets are due the Friday concluding the pay period for payment on the following Thursday.

Hourly staff will fill out and sign time sheets with hours worked. Time sheets will include the date, day of week, time began work, time ended work, and total hours for the day. Time sheets must be verified by the Director or Director's designee.

Salaried staff will fill out and sign a time sheet indicating hours worked and any sick days, personal days, or vacation days taken. Leave requests must be approved by the Director prior to leave.

After time sheets are verified by the Library Director or designee, the records will be submitted to the Payroll Clerk at the Town of Mendon for pay disbursements. The Payroll Clerk will be responsible for deducting all state and federal withholdings, Social Security, Medicare taxes, NYS employees' retirement, and health insurance contributions when applicable. Reports of expenditures will be given to the Board of Trustees for verification.

A library staff member will pick up and sign for all library paychecks from the Town of Mendon on the designated payday during regular working hours. The paychecks and pay stubs will be at the Library for distribution to employees. Employees receiving a live check in lieu of direct deposit will be required to sign for the check at the Library. Live checks will only be given to the employee. The live checks will be kept in the safe for safe keeping. A check left more than two weeks in the safe will be mailed to the employee's address on file at the Library. Payroll stubs will be distributed to employees in their internal mailboxes.