

Stark County Board of Developmental Disabilities

Policy 4.40 Payroll	Effective: 11/24/15
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PAYROLL

POLICY

The Stark County Board of Developmental Disabilities uses an electronic time tracking system called KRONOS to capture and record all employee time records. Payroll periods for the entire staff are set up on a bi-weekly basis. Deductions are made as required by law and for purposes as approved by the employee and accepted by the Board's fiscal agent.

Payroll internal controls help to establish an effective system that allows payroll processing and recordkeeping to flow smoothly. Internal control procedures ensure pay is properly disbursed to the appropriate employee, is accurately recorded, and that relevant legal requirements are met.

The Stark County Auditor's Office has a web-based payroll portal for all county employees. Employees are able to view and print their pay stubs. Employees can access the portal from work, home, or on their mobile device. This creates an easy access for employees to their payroll and compensation data.

All employees are paid through direct deposit into an account(s) of their choice at their financial institution(s).

Historical Resolution Information	Reviewer(s):
Date Resolution Number	Director of Human Resources
1/ 6/93 1-12-93	
11/10/99 11-183-99	
10/24/15 10-58-15	