

2019 PAYROLL BILLS & EXPENSES

PAYROLL CUTOFF DATE (INCLUDE) SATURDAY	DUE IN CLERKS' OFFICE BY NOON (TUESDAY'S)	DATE SIGNED MONDAY OR TUESDAY'S	DATE DISPERSE 8:30 AM WEDNESDAY'S	
DECEMBER 15, 2018	DECEMBER 18	DECEMBER 21-FRIDAY	DECEMBER 26, 2018	DEDUCTION #1
DECEMBER 29, 2018	DECEMBER 31-MONDAY	JANUARY 7, 2019	JANUARY 9, 2019	
JANUARY 12	JANUARY 15	JANUARY 21	JANUARY 23	DEDUCTION #1
JANUARY 26	JANUARY 29	FEBRUARY 4	FEBRUARY 6	
FEBRUARY 9	FEBRUARY 12	FEBRUARY 18	FEBRUARY 20	DEDUCTION #1
FEBRUARY 23	FEBRUARY 26	MARCH 4	MARCH 6	
MARCH 9	MARCH 12	MARCH 18	MARCH 20	DEDUCTION #1
MARCH 23	MARCH 26	APRIL 1	APRIL 3	
APRIL 6	APRIL 9	APRIL 15	APRIL 17	DEDUCTION #1
APRIL 20	APRIL 23	APRIL 29	MAY 1	
MAY 4	MAY 7	MAY 13	MAY 15	
MAY 18	MAY 21	MAY 28	MAY 29	DEDUCTION #1
JUNE 1	JUNE 4	JUNE 10	JUNE 12	
JUNE 15	JUNE 18	JUNE 24	JUNE 26	DEDUCTION #1
JUNE 29	JULY 2	JULY 8	JULY 10	
JULY 13	JULY 16	JULY 22	JULY 24	DEDUCTION #1
JULY 27	JULY 30	AUGUST 5	AUGUST 7	
AUGUST 10	AUGUST 13	AUGUST 19	AUGUST 21	DEDUCTION #1
AUGUST 24	AUGUST 27	SEPTEMBER 3	SEPTEMBER 4	
SEPTEMBER 7	SEPTEMBER 10	SEPTEMBER 16	SEPTEMBER 18	DEDUCTION #1
SEPTEMBER 21	SEPTEMBER 24	SEPTEMBER 30	OCTOBER 2	
OCTOBER 5	OCTOBER 8	OCTOBER 14	OCTOBER 16	
OCTOBER 19	OCTOBER 22	OCTOBER 28	OCTOBER 30	DEDUCTION #1
NOVEMBER 2	NOVEMBER 5	NOVEMBER 12	NOVEMBER 13	
NOVEMBER 16	NOVEMBER 19	NOVEMBER 25	NOVEMBER 27	DEDUCTION #1
NOVEMBER 30	DECEMBER 3	DECEMBER 9	DECEMBER 11	
DECEMBER 14	DECEMBER 17	DECEMBER 23	DECEMBER 23	DEDUCTION #1
DECEMBER 28, 2019	DECEMBER 31	JANUARY 6, 2020	JANUARY 8, 2020	

DEDUCTIONS EVERY PAYROLL: KPERS; KPERS 457; AND 1/2 OF EMPLOYEE/DEPENDANT/SPOUSE/CHILDREN BCBS MEDICAL

DEDUCTION GROUP #1 AS INDICATED: DENTAL ONLY BCBS & OPTIONAL LIFE WILL BE DEDUCTED THE LAST PAYROLL OF EACH MONTH.

PAYROLL VOUCHERS: EACH DEPARTMENT HEAD IS RESPONSIBLE FOR THE PROPER BACKUP BEING ATTACHED TO THE VOUCHERS. VOUCHERS SHOULD HAVE ONLY THE FOLLOWING ON THEM:

- # REGULAR HOURS
- # OVERTIME HOURS
- # DOUBLE TIME HOURS
- # HOLIDAY REGULAR HOURS
- # VACATION HOURS
- # SICK HOURS
- # PERSONAL HOURS
- # CIVIL LEAVE HOURS (JURY DUTY)
- # TOTAL HOURS PAID
- # + OR - ADJUSTMENT FOR _____
- # ANNIVERSARY BONUS
- DEPARTMENT HEAD SIGNATURE

COMP TIME SHOULD BE VERIFIED ON A SEPARATE SHEET AND ADDED/
SUBTRACTED EACH PAYROLL. ON THE VOUCHER, JUST INCLUDE
COMP TIME USED IN WITH REGULAR HOURS.

BACKUP ATTACHED TO VOUCHER

EACH DEPARTMENT HEAD IS RESPONSIBLE FOR ALL COMPLIANCE WITH COUNTY POLICY, FEDERAL AND STATE REGULATIONS AND LAWS. THE COMMISSIONERS, AS A BOARD, ARE THE ADA COORDINATOR, PERSONNEL MANAGER & DIRECTOR; THEREFORE, ALL QUESTIONS, COMPLAINTS AND CONCERNS SHOULD BE DIRECTED TO THEM, AND PREFERABLY PUT IN WRITING.

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