

Payroll Reminders

Exempt Employees

Sometimes you **MUST** record their time! *Why?*

When an exempt employee is first hired or terminates sometime during the pay period, then you must enter their time for each day they worked. The ADP system automatically processes 80 hours for a full time employee when there are no hours listed on the time sheet.

2 Different Types of Earnings, Positions or Companies

We cannot combine 2 different types of earnings. If you are making one of the position changes listed below, it usually takes two pay periods to make sure each position type is paid correctly. You may need to do a retro form to finish the process of moving your employee. The easiest way is to make these changes effective the first of a pay period. Then you don't have to worry about 2 different types of earnings. Contact Payroll to work through these types of actions.

Regular to Temp or Temp to Regular

~ Temp earnings are not eligible for retirement contributions

Non-Exempt to Exempt or Exempt to Non-Exempt

~ Only Non-Exempts are eligible for overtime

Moving from Larimer County to the District Attorney's Office

~Our 2 payroll companies have different Federal ID numbers

Priority PAFs

Payroll processes Terminations, New Hires and Hours changes first. Followed by Manager/Supervisor changes so they can approve time sheets.

Direct Deposits

Any banking changes must be received or entered into ADP Self Service one week before pay day.

Verify Direct Deposits for New Employees

To ensure that direct deposit numbers are entered correctly in EV5 for new hires, Offer Letters will state that the new hire must bring in a check (does not need to be voided as it will not be saved by HR) on their first day so that you can verify their direct deposit information.

Holidays are paid out up to the maximum allowed by policy, no matter how long an employee is on the job. Remember we no longer track Floating Holidays as a separate bank.

Newly Benefit Eligible Employees

It's important to enter new hires and newly eligible (Temp to Regular) employees as quickly as possible. These feed to the benefits module (HWSE), and create the enrollment opportunity that allows employees to choose their benefits. Benefits Orientation is held around the 15th of the month, so ideally all employees that are attending will be entered prior to orientation (or ASAP, as this can also be the first day of employment).

NEO – New Employee Orientation

Be sure to sign your new employee up for orientation. NEO is listed on the Training Calendar located on the Bulletin Board.

Leave Without Pay

The *Leave Without Pay Notification Form* (LCHR-20) must be completed for unpaid leave extending longer than three consecutive days, including FMLA and employees receiving partial pay. Please return the form to Benefits.

Sick Leave Without Pay – complete form LCHR-14 when all leave balances have been exhausted.

Contact Benefits if you have any questions, or for a calculation of the number of hours needed to cover deductions.

Wellness Clinic

Employee appointments conducted at *The Wellness Clinic* with the Physician Assistant may be charged to Clinic Leave. Clinic leave is not available for use by employees to take their spouse or child to appointments at *The Wellness Clinic*.

Appointments conducted at *The Wellness Clinic* with the Wellness and Care Management Coach may be charged to the employee's Sick Leave rather than Clinic Leave time.

ADP Portal

If an exiting employee wants to be able to access the ADP Portal to view pay and tax statements after leaving, the exiting employee should be sure to change their Notifications address to a personal email instead of the County email address. If the exiting employee has never registered for external access to the ADP Portal, please be sure they have a copy of the Registration Guide.

If they have any problems, have them contact:

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